

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

**PLAN, DEV. & TRANS. COMMITTEE**  
Bernie Erickson, Chair; Dave Kaster, Vice Chair  
Norbert Dantine, Steve Deslauriers, Alex Tran

### **PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Monday, March 23, 2020**

**6:00 PM**

**Room 200, Northern Building  
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 24, 2020.

#### **Comments from the Public**

#### **Consent Agenda**

1. Solid Waste Board (January 20, 2020).

#### **Communications**

2. *None.*

#### **Port & Resource Recovery**

3. South Landfill Fence RFB – Request for Approval.
4. Resource Recovery Annual Report – Request for Approval.
5. Evaluation of Operating the Waste Transfer Station – Request for Approval.
6. Director's Report.

#### **Public Works**

7. Summary of Operations.
8. Director's Report.

#### **Resolutions & Ordinances**

9. Ordinance to Repeal and Replace Chapter 32 of the Brown County Code of Ordinances Equal Opportunities in Housing.
10. Resolution Adopting Policy to Prohibit the Use of Excessive Force and the Barring of Entrances/Exits Regarding Non-Violent Civil Rights Demonstrations
11. Resolution Approving Wisconsin Residential Anti-Displacement and Relocation Assistance Plan for Community Development Block Grant Programs.

**Airport – No agenda items.**

**Extension – No agenda items.**

**Planning & Land Services; Planning Commission; Zoning – No agenda items.**

**Other**

12. Acknowledging the bills.
13. Such other matters as authorized by law.
14. Adjourn.

**Bernie Erickson, Chair**

**Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.**

**PROCEEDINGS OF THE BROWN COUNTY  
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Planning, Development & Transportation Committee was held on Monday, February 24, 2020 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, WI

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**Present:** Chair Bernie Erickson, Supervisor Tran, Supervisor Deslauriers, Supervisor Dantine, Supervisor Kaster

**Also Present:** Extension Director Judy Knudsen, Port and Resource Recovery Director Dean Haen, Public Works Director Paul Fontecchio, Facility Manager Jon Morehouse, Airport Director Marty Piette, Land Con Citizen Representative Stan Kaczmarek; Director of Administration Chad Weininger, Corporation Counsel David Hemery; Supervisors Borchardt and Van Dyke; and other interested parties.

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**I. Call Meeting to Order.**

The meeting was called to order by Chair Bernie Erickson at 6:15 pm.

**II. Approve/Modify Agenda.**

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of January 27, 2020.**

Motion made by Supervisor Deslauriers, seconded by Supervisor Kaster to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

*Chairman Erickson thanked Planning Director Chuck Lamine for all his years of service. The county will be missing a very educated individual, knowledgeable and very helpful. Thank you for caring and educating and working with the committee all this time. Lamine responded 37.5 years go pretty quick but thanked the committee and to the three that served on the Planning Commission. It had been an honor working for the people of Brown County and for the committee and he wanted to thank them for that, there were a lot of issues through the years but he felt they had done a good job, there were a lot of good things accomplished.*

**Comments from the Public** None.

**Consent Agenda**

**1. Harbor Commission (December 16, 2019).**

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**2. Planning Commission Board of Directors (December 4, 2019).**

Motion made by Supervisor Kaster, seconded by Supervisor Deslauriers to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Communications**

**3. Communication from Supervisor Van Dyck re: To Amend Chapter 2 of the County Code of Ordinances, Section 2.07 (Planning, Development & Transportation Committee) and Section 2.11 (Education and Recreation Committee), changing the oversight committee for U.W. Extension from PD&T to Ed & Rec Committee. Referred from February County Board.**

Supervisor Van Dyck stated this was an extension to work he's doing in preparation for a communication that he put forth on the Executive Committee. He's going through Chapter 2 of Ordinances and looking at oversight

committees and to him it seemed the Extension would more logically belong under the Education & Recreation Committee. If you look at the mission statement and the program description it certainly was an education based department and probably more fitting as they worked with the Library, Parks, Fair and Museum.

**Motion made by Supervisor Dantine, seconded by Supervisor to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Stan Kaczmarek – Land Conservation Subcommittee Citizen Rep**

Kaczmarek could see both sides and where it could fit with Ed & Rec but if they move the Extension it left Land Con who worked with and were in the same building with Extension. His recommendation, with seeing the progress that's been going the last few years, would be to leave it alone. He would like to hear comments from the Extension Director.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY**

Knudsen informed she had spoken with the County Executive about the pros and cons. It needed to be a decision made between Ed & Rec and PD&T. She just wanted to make sure wherever they went their department was well supported by the committee.

Van Dyck appreciated they were in the same building but the mission statements were completely different from one another. The agricultural aspects at the Extension were there but as time has gone on, they had expanded into many areas that were far from being specific to agriculture. The interaction with other departments within the county were as much or more than the agriculture side. His intention would be effective with the new board term starting in April.

Corporation Counsel Hemery informed this would need to go to Executive Committee as well.

Kaster referred to last month's Director's Report and noted their programs were all tied very closely to Land Conservation. If he would move it, he would move it under Land Conservation. Dantine agreed, Knudsen has done a great deal for farmers and with agriculture with the gardens in Brown County. Erickson also agreed, as far as the area Knudsen works with, it was highly agricultural. Working with families on food plots, kids raising food and selling it at the market. She even expands into Public Works with seeding for pollinators, which was a big project with the state. Erickson felt they had to rewrite the mission statement.

Van Dyck responded he understood there was an Ag connection but there was little to no agriculture going on at 4H clubs.

Supervisor Borchardt questioned, with the mission statement for Extension, was that all Extensions across the state? Knudsen responded, very close, they tweak it a little. Borchardt stated there wasn't a lot of wiggle room and they can't change it. Erickson stated if you go through other counties, Extension is with Land Conservation specifically. Borchardt felt there were opportunities with Ed & Rec and their departments to make Extension more visible in the community. She didn't feel that was being done under PD&T.

Deslauriers didn't think there was a committee that had been more supportive of Knudsen's work in every way possible. He understood Van Dyck's call to move some of the educational things, there was value there too. He felt there were some opportunities to work closer with the library and getting more programs out to other areas in the county. Whether it belonged in this committee or Ed & Rec he would support Knudsen in whatever direction she felt would be the best for the community knowing her mission and work.

Kaster can understand where Van Dyck is coming from but if it were to be changed, he felt it would be a constant coming back to this committee with regard to the Ag. He reiterated it may be more appropriate under Land Con as there were a lot of connections.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. Communication from Supervisor Tran to send a resolution kindly requesting PFAS testing to: 1. New Water Treatment Facility to test Green Bay's drinking water; 2. Johnson Controls to test the Peshtigo River where it runs into the Bay of Green Bay.

Tran provided an amendment to her communication (changes are reflected above).

Dantinne informed Tyco tested the Peshtigo River already. Tran believed they tested the site but nothing further down. Hemery stated this communication would also have to go to Executive and asked the committee to forward it. It also stated test drinking water, he believe drinking water came from Lake Michigan and not the Bay and NEW Water does sewage treatment. Tran stated the water circulated. She noted it was two separate issues but the same thing. She provided a map of Marinette and Peshtigo (attached).

Hemery informed last month Corporation Counsel was directed to draft a resolution in support of an Assembly bill, which passed the Assembly last week and still had to go to the Senate. He spoke to the main takeaways and requirements based on what was being reported. As of today the DNR was in the process of providing state certification of laboratories for PFAS analysis and setting standards.

The part Deslauriers felt had value was having NEW Water test for PFAS. The DNR made 152 requests for water treatment facilities to test for PFAS and only two complied on a voluntary basis. NEW Water was a separate entity, outside of county control, but there would be value in requesting them to do testing due to the concerns of discharge and contamination to the Bay. Hemery read NEW Waters response to the request as, just because they were one of many that put water into the Bay, why were they being targeted? They treat the water and were not a PFAS source. They discharge it but there were a lot of discharges. Hemery questioned the main goal? Deslauriers stated the whole point was just like the landfills, they were not the point source of the contamination but to make educated decisions on how to deal with regulation and what would actually work, they had to know the discharge contamination at this point, getting a baseline. It wasn't a matter of testing the Bay, he wanted to know the extent of contamination coming out of NEW Water so they could make educated decisions going forward. Ultimately he believed NEW Water would likely treat the landfill leachate when the landfill went live. Dantinne understood they would get some number but it doesn't tell where it's coming from. Deslauriers agreed and ultimately the producers should be held accountable, but for the foreseeable decades, they will have to be dealing with it in waste water, drinking water and leachate. Once the EPA gets to a certain point and declare as a hazardous material there will be some accountability.

Responding to Kaster, it was Haen's understanding that PFAS were everywhere. In his opinion, solid waste as well as waste water treatment plants were taking the same stance. They need firm regulations. This was all emerging and that's why they were reluctant to test. Testing procedures were undefined so they don't have good testing protocol or certified labs and you don't even know what the numbers mean. It was a work in progress and fell to the state to help figure out what it all means.

Erickson noted they were off the communication but added, to single out NEW Water, it is fine if they are willing to give a test but there was as much or more treatment water going into the Fox River south of Green Bay than there was coming out of the Green Bay area. Going north, Marinette and Door County, they all have treatment plants and were dumping as well. Reiterating Kaster, all of the mills and tons of manufacturers were putting PFAs in the water. There were septic systems all around that went into groundwater which went to the river. You can't stop it. He briefly spoke in favor of having personal meetings with representative's verses sending resolutions. He met with State Representative Nygren two weeks ago and he was very confident they were going to get something done. Before they single out one company they should determine all of the companies putting PFAS in the Fox. Deslauriers can appreciate that but the county directly contributed to NEW Water through the landfill leachate.

Deslauriers stated they had tested and were relying to a certain degree on the baseline testing for South landfill. Haen informed the data sat in-house and didn't have to turn it in or bring it to the County Board. Once there were protocols, then they may have to do it again. Deslauriers point was the county already did it. Erickson interjected that they were way off the subject and suggested getting back on track.

Tran re-amended her communication to have NEW Water Treatment Facility test the discharge of the water going into the Bay, and request Green Bay and Brown County Water to test the drinking water. The reason she was concerned, she was looking at data for Ashwaubenon and got water from Green Bay and there were at least 13 contaminants that exceeded the human health hazard and that's why she wanted to know where the water was coming from and what was in it. Hemery stated there was like 1,000 PFAS chemicals, what was she asking to be tested? Deslauriers responded, the DNR has specified 32 chemicals as particular interest and that's what the county tested for too.

Responding to Tran, Weininger didn't think NEW Water would let the county go into their private facility to test. He felt NEW Water's position was they didn't want to test until the EPA set the guidelines so they know what they were testing for. As a County Board they didn't have authority over this issue. It was specifically EPA and the state that had oversight that can mandate those things. Weininger explained how the standard range was set and when testing was required.

**Supervisor Deslauriers suggested making a motion to send a request to NEW Waste Treatment Facility to test its discharge for PFAs contamination, the same 32 compounds listed by the DNR, and for municipal water providers within Brown County to test for levels of PFAs contamination in the drinking water and report back to Brown County. Note vote taken.**

Kaster stated there were other sewage treatment facilities and questioned if it would be better to request this from all of them? Deslauriers stated the only reason for the exclusion was it was the only one the county was dealing with directly, but it was fine either way.

After further discussions, Dantine suggested sending a resolution to the DNR stating there were concerns in Brown County because of PFAS in drinking water. Erickson felt that would make more sense and you can include all the contributors. Hemery informed the Wisconsin PFAS Action Council (WisPAC) was developing and approving a draft action plan on April 16<sup>th</sup> in response to growing concerns about PFAS, a resolution now to the DNR would get there prior to approval.

**Motion made by Supervisor Deslauriers, seconded by Supervisor Tran to direct Corporation Counsel to prepare a resolution to send to the DNR indicating Brown County has concerns regarding PFAs and water contamination and the county would like baseline testing to be done by the state for drinking and waste water, and forward this to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY**

- 5. Communication from Supervisor Deslauriers re: That Brown County test the wells at and, to the extent possible, around the East and West Landfills to determine the extent of PFAS contamination at those sites. And that Brown County test the East and West Landfill leachate prior to and after treatment to determine how effective the treatment currently used is in reducing PFAS contamination. *Referred from February County Board.***

Deslauriers felt the county was two years away from opening up the south landfill. The intent was to get an idea of where the county was at with the east and west landfill so they can make the best decisions possible for the plan of operation going forward. He knew there was nothing in there about PFAS, nor there should be at this point, there was no regulation, so he was trying to move the needle a little bit. He spoke with Natasha from the DNR about where the regulation was. The regulation would be finalized slightly after the landfill opened so it didn't lend itself well to planning for the isolation or mitigation of PFAS contaminated items. While it was in everything, it was into everything to varying degrees. He felt the second part of his communication may not be doable but the first part might be a good indicator of what they will have to deal with with the south landfill. The south landfill, they didn't have municipal water supply providing water for the people living around there. These were all private wells.

Responding to Deslauriers, Haen informed they were doing environmental monitoring and briefly explained to what extent. He informed the testing they did had no risk, they didn't representatively sample and there was no EPA method. Anything beyond that, there was risk, legal liability, significant cost, not that it's not important, they were actively working in state associations to help the DNR figure out these rules and regulations. Until those are set, that's why everyone was reluctant to do it. You'll spend money and then

change the protocol but then have to test again anyway. Until the DNR and EPA establishes rules and regulations, you wait, participate, learn and educate yourself. The DNR was at the last meeting and they don't know. Deslauriers questioned if it would be reasonable to change it to reflect once the protocol and the facilities are finalized that they move forward with testing. If they had the facilities, they could proactively start the process before the standards were already out. Haen felt they needed a number to figure out things and until there was a number, they don't know what it means.

Kaster questioned if they tested around the landfills, how did they know it came from there? Deslauriers stated they will never know if it absolutely came from there but if they see a cluster of issues around those landfills, then it begs further testing, a second look because they will be implementing the same type of operational procedures of those two landfills at the south landfill where there was no municipal water supply. He felt it was an ounce of prevention and little downside to doing it.

Deslauriers couldn't think of another way to get information than to do this type of testing. Erickson pointed out that the DNR recommends you test your well once a year and there was money set aside by the state if you have a problem with your well you can reclaim up to 75% of the cost of repairing or replacing the well to get it right. There was a lot of personal responsibility on the landowner to check their well. Like Kaster said, there are so many things around the east landfill that could contribute to that plus our own septic systems. He felt they should wait for standards. The county was an arm of the state and the state was going to give the county directions and tell them exactly what to do. Kaster questioned if the county could ban the fire foam? Haen informed they could be more stringent than the state but didn't know of any landfills that did that. If things were banned, they're banned. It was difficult. It was easier to operate underneath firm regulations, treatment and well understood situations.

In response to further discussions, Haen informed his Operations Manager was on the DNR's PFAS Technical Advisory group. He noted another suggestion that was made was contacting legislators, they were part of the process and oversaw the DNR.

Tran agreed with Deslauriers and felt they needed a baseline. She would like to be proactive. She noted PFAS could be incinerated per the EPA, it breaks up the chemical. Haen informed if they were banned and regulated by the state, the owners of the materials would have to pay to send them to an incinerator of destruction. There were none located in Wisconsin but there were many industrial incinerators around the country. Hemery stated if it passed regulation, corporations would have to follow the state regulation.

When talking about testing for PFAS Hemery felt it was important to talk about exactly what they were testing for as he wasn't aware they were more than one chemical until recently. He noted there was no liability as long as they were following state laws and there weren't any on this, but it looked like there was going to be soon.

Kaster reiterated there were all kinds of different things in all kinds of different places a long time ago that no one knew anything about to go and test. How can you say it was from a landfill? Haen responded, you do more testing. Existing sites will be complicated to deal with but they will have to scientifically try to determine the source of PFAS and where they were. Tran stated they don't know because they didn't do anything before and that's why it's relevant now to have a baseline. Haen responded they've done that.

**Motion made by Supervisor Deslauriers, seconded by Supervisor Dantine to refer to Corporation Counsel to include in that request to legislator and DNR that they expedite the process of getting PFA standards and regulations in place as they pertain to wastewater treatment, landfill operations and waters of the state, and also bring this back in April. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Port & Resource Recovery**

6. **WDOT Harbor Assistance Program Resolution and Statement of Intentions – Request for Approval.**

**Motion made by Supervisor Dantine, seconded by Supervisor Tran to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

- **Resolution Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Program.**

Port & Resource Recovery Director Haen informed this was done yearly, basically a planning document for the state, putting all potential grant projects together. There was no obligation on the county nor to the users that were part of the grant.

**Motion made by Supervisor Dantine, seconded by Supervisor Tran to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**7. Emerging Contaminant of Concern PFAS – Update.**

Deslauriers thanked Haen for taking the time for providing a lot of good information and putting it in the packet.

**Motion made by Supervisor Dantine, seconded by Supervisor Deslauriers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**8. Director's Report – Update.**

Haen spoke to the written report in the agenda packet.

**Motion made by Supervisor Deslauriers, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Extension**

**9. Budget Adjustment Request (20-012): Any increase in expenses with an offsetting increase in revenue.**

Responding to Deslauriers, Knudsen informed they did a manure study with a student intern about six years ago and this was a follow-up to that, looking at manure spills across the state.

**Motion made by Supervisor Kaster, seconded by Supervisor Dantine to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**10. Resolution Regarding Table of Organization Change for UW Extension LTE Conservation Student Intern.**

**Motion made by Supervisor Dantine, seconded by Supervisor Tran to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**11. Director's Report.**

Knudsen reported on the following:

- March 3-4, 2020 was their Landscaper Conference @ Liberty Hall in the Valley. They had 101 participants for day 1 and 120 for day 2.
- Directory Workshop on Thursday. They had over 30 sign up.
- Master Gardener Saturday Series. 63 signed up.
- All 4-H programs for spring are full. She talked to staff about doing some STEM in Morrison or Wrightstown.
- Their Ag Agent had a data jam for farmers. Worked with 20 farmers to look at what data was telling them.
- Their Jail garden was moving forward and may have a potential funder for materials. There was a lot of interest. What's raised will be donated to local food pantries.
- Literacy LEAN Project with BC Library was moving forward, UW-Madison was contributing some dollars to the project. Waiting for the jail to install their new video conferencing equipment and they will start their pilot in April with a handful of inmates who have children between 3 and 8 to read or do an activity



with their child for a half hour of scheduled time. Hoping to maintain a bond between the inmate and their child/ren.

Dantinne thanked Knudsen for the great job at the STEM Center with Taste of Wisconsin, it was a great event. Close to 175 in attendance. Food was great and it was well received.

Deslauriers reached out to the Morrison Town Board strongly encouraging them to be welcoming with Extension to use their facility for STEM/4H programing.

**Motion made by Supervisor Dantinne, seconded by Supervisor Tran to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Public Works**

**12. PW-15 Public Works Family Bathroom Plan.**

This was sent to Public Works Director Paul Fontecchio to create the policy.

**Motion made by Supervisor Deslauriers, seconded by Supervisor Tran to approve the PW family bathroom plan as written. Vote taken. MOTION CARRIED UNANIMOUSLY**

**13. Summary of Operations Report.**

**Motion made by Supervisor Tran, seconded by Supervisor Dantinne to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**14. Director's Report.**

Fontecchio spoke to the CTH B Retaining Wall and 2019-2020 Snowfall noted in his Director's Report in the agenda packet.

Replying to Dantinne, Fontecchio stated they had a Courthouse Security meeting this week Wednesday at noon, Supervisor Deney's will be attending. They were bringing four options forward for discussion.

Weininger informed the DA was able to absorb costs for new furniture for the new DAs. They were looking at moving the Treatment Court people out of the building due to potential offenders seeing people with victim protection. There was no budgetary impact that the board would have to approve, and the other move should be taken care of without approval as well as no additional funds were needed.

**Motion made by Supervisor Dantinne, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Airport**

**15. 2019 – 2020 Carryover Funds.**

**Motion made by Supervisor Dantinne, seconded by Supervisor Deslauriers to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**16. 12+ Hour Shift Report.**

Dantinne had concerns when employees are working 23.5 hours a day. Director Piette informed their shifts start at 7am, if snow starts early they bring them in at 3am until midnight or 2:30am but there were several periods of time of 2-3 hours or more where there were no flights which gives them an opportunity to take a break, rest or sleep for a few hours. They keep them on clock when they are at the airport knowing they may need them at a moment notice.

**Motion made by Supervisor Kaster, seconded by Supervisor Tran to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**17. Director's Report.**

**a. Passenger Traffic Update.**

There were no cancelations in January from airliners which was great considering last year they had quite a number of cancelations. They saw a 22.1% increase over January 2019. 8% was American Airlines increase, Delta was almost 6% and United Airlines was up 31%. They didn't have Frontier last year and accounted for a 7% portion of an increase. Operating well and carrying more passengers.

**b. Projects.**

- i. Exit Lane Breach Control (ELBC).**
- ii. Restaurant Rehabilitation.**

Rehabbing on the three restaurants started about two weeks ago and is coming along and looking really nice. They installed barn wood on side walls, repainted and added Green Bay feel murals. Redoing all the tables, chairs and bar top. They added patio areas with wood floors and half walls in the concourse area. The restaurant in 2019 was up +20% in sales which was part in due to passenger traffic and updates to menu.

In addition, Milwaukee Airport started a coat, \$2 a day, max \$10 and Green Bay thought it was a great idea. They had a conversation with Air Host, the restaurant vendor, and they jumped on the idea. They will start a coat check probably next week already; coat racks and garment bags were in. They didn't have 24 hour staff so Public Safety will be helping out. Plans are for March and April, to see how it goes.

**Motion made by Supervisor Dantine, seconded by Supervisor Deslauriers to receive and place on file.**

**Vote taken. MOTION CARRIED UNANIMOUSLY**

**Planning & Land Services; Planning Commission; Zoning – No agenda items.**

**Other**

**18. Acknowledging the bills.**

**Motion made by Supervisor Dantine, seconded by Supervisor Erickson to acknowledge receipt of the bills.**

**Vote taken. MOTION CARRIED UNANIMOUSLY**

**19. Such other matters as authorized by law. None.**

**20. Adjourn.**

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to adjourn at 8:53 pm. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Administrative Coordinator

PORT & RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 | FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

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## PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

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A regular meeting was held on **Monday, January 20th, 2020**  
at the Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI 54304

1) Call to Order:

The meeting was called to order by Solid Waste Board Chair John Katers at 2:30 pm.

2) Roll Call:

Present: John Katers, Chair  
Mark VandenBusch, Vice-Chair  
Norb Dantine  
Michael Lefebvre  
Doug Martin  
Bud Harris  
Dave Landwehr  
Bill Seleen

Excused: Mike VanLanen

Also Present: Dean Haen, Brown County P&RR  
Mark Walter, Brown County P&RR  
Chad Doverspike, Brown County P&RR  
Samantha Cooper, Brown County P&RR  
Ben Hintz, Brown County P&RR  
Chris Anderson, Foth  
Mike Geiger, Town of Holland  
Dan Leick, Fox Shore Disposal

3) Approval/Modification – Meeting Agenda

**A motion to approve the agenda was made by Dave Landwehr and seconded by Doug Martin. Unanimously approved.**

4) Approval/Modification – Meeting Minutes of November 18th, 2019

**A motion to approve the November 18, 2019 meeting minutes was made by Norb Dantine and seconded by Bill Seleen. Unanimously approved.**

5) Announcements/Communications

Dean Haen announced that the WDNR has approved the South Landfill Plan of Operation.

6) South Landfill Excavation & Site Work RFB

Chad Doverspike explained that a bulk excavation site walkthrough occurred at the beginning of January and all vendors had to undergo a bidder's qualification. The department ended up receiving four total submittals for the RFB. The lowest bid amount received was \$4,763,639. Dave Landwehr asked what the budgeted amount for the excavation work of the landfill was, to which Mr. Doverspike answered \$4.8 million. For this year, the department has about \$6 million in the budget to go towards south landfill (SLF) construction projects.

John Katers asked if there were any type of reference checks done on the vendors that had submitted bids to which Mr. Doverspike answered that the minimum bidder's qualification included that the vendor must have had to have moved at least 250,000 yards of dirt in the past five years.

**A motion to approve the South Landfill Excavation & Site Work RFB to award Mashuda Contractors the bid for \$4,763,639 was made by Dave Landwehr and seconded by Doug Martin. Unanimously approved.**

7) 2020 Public Communication Plan

Mr. Haen announced that the communication plan for this year includes more content about the preparation and progress of the SLF and new BOW agreement.

The department's Clerk/Typist, Samantha Cooper, will be working with the public relations team to coordinate more social media coverage and content, freeing up more time for Leonard and Finco to focus on the BOW agreement and SLF coverage.

**A motion to approve the 2020 Communication Plan was made by John Katers and seconded by Mike Lefebvre. Unanimously approved.**

8) Environmental Groundwater Monitoring RFQ

Mr. Haen stated that the last time groundwater monitoring services was priced out was in 2015 and County contracts must be bid out every five years. The Badger Labs price quote for 2020-25 is less than in 2015-20.

9) Transfer Station Electronic Signage

Mr. Doverspike announced that all of the signage has now been installed and programmed. The timing of the stop-and-go lights at the scales are still being adjusted.

10) Utilization Strategy for Rate Stabilization Fund

Mr. Haen stated that the municipalities currently would like to use the Rate Stabilization Fund to slowly increase the Tipping Fee after the South Landfill opens in order to better budget their finances. Brown County has come up with four different options to incrementally adjust the tipping fee:

- Option 1: \$2.50 per year increase
- Option 2: \$2 per year increase
- Option 3: \$1.50 per year increase
- Option 4: \$1 per year increase

These options will be discussed with both the city of Green Bay and city of DePere to identify any concerns prior to discussing the options with the other municipalities to receive their input and guidance. A new Solid Waste Management Services Agreement will be drafted melding the current Solid Waste and Recycling Agreements and incorporating the utilization of the Rate Stabilization Fund. A draft will also be shared with the cities of Green Bay and De Pere.

11) Director's Report

Mr. Haen stated that GAD had offered Brown County a three year extension with no cost increase. They did, however, want to discuss frozen loads and how they would be compensated for their time cleaning out frozen boxes. The Resource Recovery department has begun to charge frozen load clean-outs at \$25 per box, beginning January 1<sup>st</sup>, 2020. A device has been purchased to enable faster cleanout.

Mr. Landwehr asked who would be responsible if a truck was damaged as a result of cleanout to which Mr. Haen answered that GAD carries insurance to cover that.

**A motion to suspend the rules was made by John Katers and seconded by Dave Landwehr. Unanimously approved.**

Dan Leick from Fox Shore Disposal shared his concern that GAD was benefiting from the \$25 per box cleanout.

Mr. Haen suggested that to address this concern, the topic should be revisited at a later date and if necessary the frozen load fee be adjusted based on efficiency of the new frozen-load clean out equipment.

**A motion to return to regular session was made by Dave Landwehr and seconded by John Katers. Unanimously approved.**

Mr. Haen continued on to discuss the gas-to-energy facility that was open at the East Landfill. The project generated \$4.9 million in revenue but ended up in the loss of \$1.2 million. Mr. Haen also went on to mention that the private well testing has begun at the SLF. Only one private well has yet to be tested. Property owners have received their data.

Mr. Doverspike stated that PFAS continue to be an emerging contaminant of concern and staff is actively engaged on the topic through our involvement in state and national associations.

An announcement was made that the Wisconsin Integrated Resource Management Conference will be happening at the end of February and Board members are invited to attend.

12) Such other Matters as Authorized by Law

No other matters.

13) Adjourn

**A motion to adjourn was made by Norb Dantine and seconded by Mike Lefebvre.  
Unanimously approved. Meeting adjourned at 3:50 pm.**

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John Katers, Chairman  
Solid Waste Board

Dean R. Haen, Director  
Port & Resource Recovery Department

[illegible]

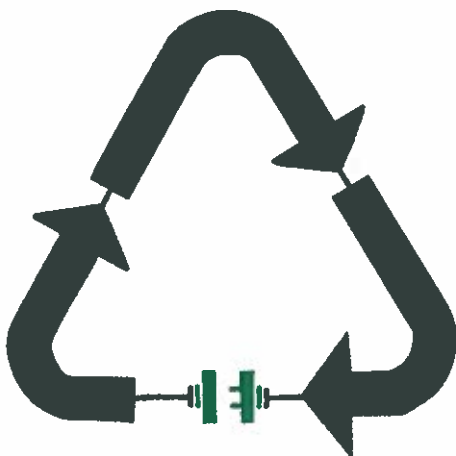




# BROWN COUNTY RESOURCE RECOVERY



## *2019 Annual Report*



# Message from the Director

During 2019, the Solid Waste Management Board and staff worked toward meeting the goals and objectives of the 2017 *Resource Recovery Strategic Plan* and the overarching mission and vision for the Brown County Resource Recovery Department.

For more than 40 years, the Department has been providing cost-effective, efficient and environmentally responsible solid waste management services for Brown County and, more recently, northeastern Wisconsin. As an Enterprise Fund, Brown County uses revenues solely gathered through operations to fund its activities. There were a number of activities accomplished in 2019 that are increasing the effectiveness of the Department's solid waste management services.

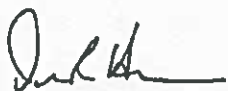
The solid waste transfer station saw the installation of a new second scale, overhead signage, two (2) new at-scale kiosks, an expanded scale house, security cameras and new scale software. The modernization addressed congestion issues using new technology and infrastructure. This project was a significant challenge and completed with no lost service hours and within budget.

***The Department is focused on providing effective solid waste management services and excellent customer service with a focus on resource recovery.***

The preparation efforts for the future South Landfill (SLF) continued in 2019. Communications with our stakeholders, especially the town of Holland are critically important. Significant engineering and coordination efforts were invested in receiving approval of the Plan of Operation from the Wisconsin Department of Natural Resources. In addition, permits were secured for wetland mitigation, air permit, and storm water management. Efforts continued in negotiating leachate discharge and treatment with NEW Water, city of De Pere and town of Ledgeview. Discharge and treatment agreements will be executed in 2020. Improvements will be made at the De Pere leachate unloading station.

Brown, Outagamie and Winnebago (BOW) counties cooperated to determine the value of working together over the past 14 years; based on the findings, options and alternatives continue to be worked on that will expand the partnership. BOW staff have determined that the BOW partnership has saved municipalities and private companies millions of dollars over the last 18 years. BOW staff concluded that the BOW partnership should continue beyond the existing agreement. A new BOW agreement is being negotiated. Any change from the existing agreement will need the support of all three County Executives, Solid Waste Boards and County Boards. In the meantime, the South Landfill construction will occur throughout 2020 and 2021, with operations starting in 2022. The 2020 construction will involve bulk excavation of one million cubic yards and fencing the 392 acre site.

Looking forward to 2020, the Department will continue providing effective solid waste management services and excellent customer service. Improvements will be made to the gas flares at both landfills, leachate systems will be improved at the West Landfill and at the De Pere unloading station. A third Resource Recovery Technician will be added to assist with the construction projects. Late in 2020, a Landfill Manager will be hired to oversee the design, bidding and construction management of the South Landfill and ancillary facilities. During 2020, the Department will be reorganized to reflect the addition of an estimated 12 employees needed to operate the South Landfill in 2022. The Department is focused on professional development of staff, enabling us to better pursue new strategic business development opportunities while providing cross training and an improved team environment.



Dean Haen  
Port & Resource Recovery Director



# Department Overview

The Resource Recovery side of the Port & Resource Recovery Department offers solid waste management services which include operating a Solid Waste Transfer Station with resource recovery activities, a Single Stream Recycling Transfer Station, a regional Hazardous Material Recovery Facility, maintenance of two closed landfills, and coordination of household sharps and pharmaceutical collection and disposal programs. The Department also has provided resource recovery programs, when markets are available, for shingles, construction & demolition (C&D) material, clean wood waste, tires, appliances with Freon, other appliances, electronics and a food waste drop-off program. The success of these programs is based on a forward-thinking Solid Waste Management Board and staff that build and maintain long-term relationships with the public and private sector. These relationships have resulted in long-term agreements for solid waste, recycling and other resource recovery activities. The Solid Waste Management Board and staff are committed to learning about and pursuing emerging solid waste management technologies that are economically and environmentally beneficial.

The Department is part of a Tri-County regional solid waste and recycling agreements between Brown, Outagamie and Winnebago counties, known as the BOW. The three counties coordinate their waste disposal sequentially starting with Winnebago County's landfill. The BOW is currently using Outagamie County's landfill, and eventually will be using Brown County's South Landfill. The BOW also uses a centralized single stream recycling facility sharing administrative and operational costs. This partnership has created economies of scale that have maintained some of the lowest tipping fees in Wisconsin and have saved millions of dollars for our municipal, industrial and commercial customers. The Tri-County recycling facility is one of the largest publicly owned and operated single stream recycling facilities in the country.

*Resource Recovery's vision is to provide Brown County municipal, commercial and industrial customers cost-effective and sustainable solid waste management systems with a focus on resource recovery primarily through recycling, repurposing and energy recovery.*

## Mission

The 2017 Brown County Strategic Solid Waste Management Plan serves as a long range guiding document that identifies strategic issues to address while establishing goals and objectives. This annual report helps to ensure the strategic plan's goals and objectives are being advanced. The Department's mission statement is as follows:

*"The Port & Resource Recovery Department will meet the solid waste management needs of local communities, residents and businesses through methods that are environmentally sound and economical. These methods incorporate waste reduction, material reuse, recycling, household hazardous materials treatment and disposal, composting, solid waste disposal and waste-to-energy to the extent that these practices are technically feasible and economically appropriate."*





# Solid Waste Management Board

The Brown County Solid Waste Management Board (SWMB) sets policy for the Department's services. It is authorized by Wisconsin State Statute Chapter 59.70 (2) and Chapter 12 of the *Brown County Code of Ordinances*. The nine members of the SWMB are appointed by the County Executive and serve as an oversight committee of the County Board. The County Board's Planning, Development and Transportation Committee oversees the SWMB and the Department. Three members of the SWMB are from within the city of Green Bay, three are from incorporated non-Green Bay municipalities and three are from unincorporated areas of the County. Two SWMB members are County Board Supervisors. SWMB members serve three-year terms. Minutes of the Solid Waste Management Board meetings are reviewed and approved by the County Board.

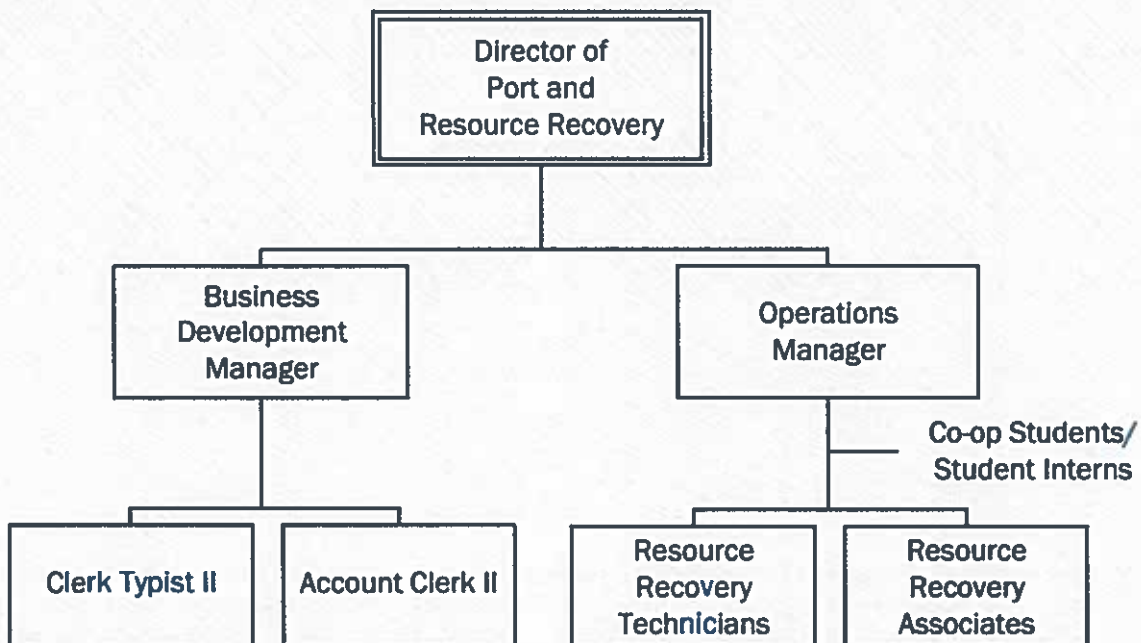


## Solid Waste Board Members

John Katers, President  
Mark Vanden Busch, Vice-President  
Norb Dantine  
Hallet "Bud" Harris  
Dave Landwehr

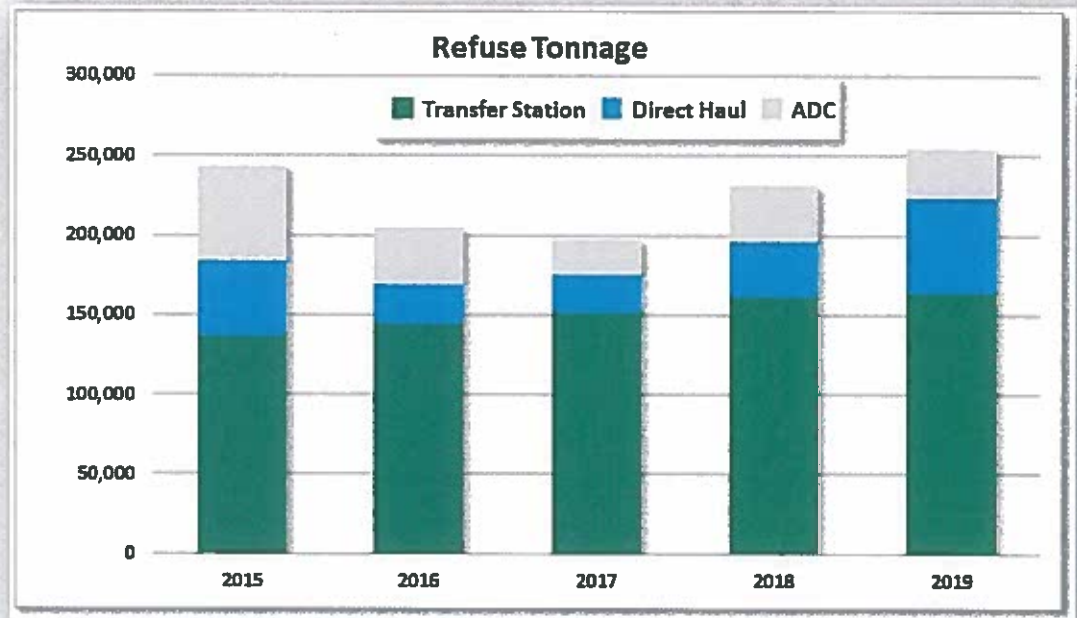
Mike Lefebvre  
Doug Martin  
Bill Seleen  
Mike VanLanen

## Port & Resource Recovery Table of Organization

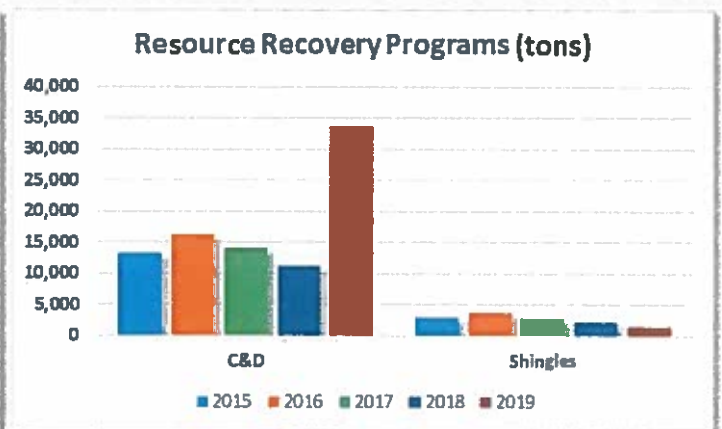
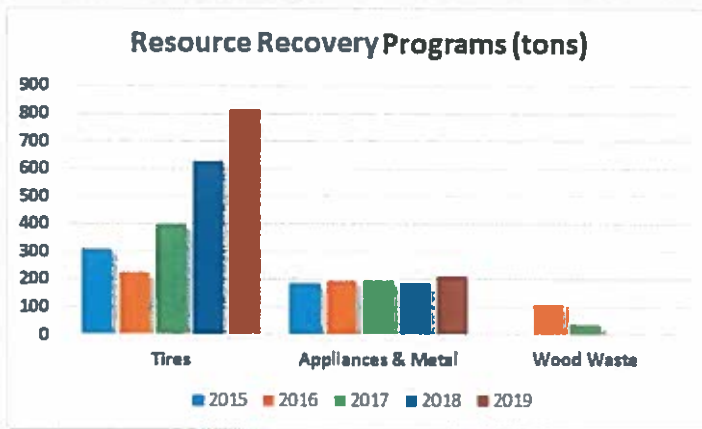


# Solid Waste & Resource Recovery

The Department operates a Solid Waste Transfer Station that receives, compacts and transports refuse produced by county residential, commercial and industrial users to the current BOW landfill. Nearly **163,700 tons of refuse** were processed through the Brown County Solid Waste Transfer Station in 2019 with another **59,460 tons of refuse** delivered directly to the BOW landfill for a **total of 223,180 tons**. Another **31,675 tons of alternative daily cover** were delivered to the BOW landfill for a **total Brown County tonnage of 254,850 tons**. The Outagamie County Landfill accepted 731,589 total tons of material in 2019.



In 2019, **33,570 tons of Construction & Demolition (C&D) material** and **1,346 tons of shingles** were brought to the Solid Waste Transfer Station, as were **812 tons of tires** and **212 tons of appliances and scrap metal**. Affordable tire recycling prices at Brown County are resulting in a higher delivery of scrap tires. While C&D and recycling wood waste markets were not available in 2019 shingles continue to be recycled.

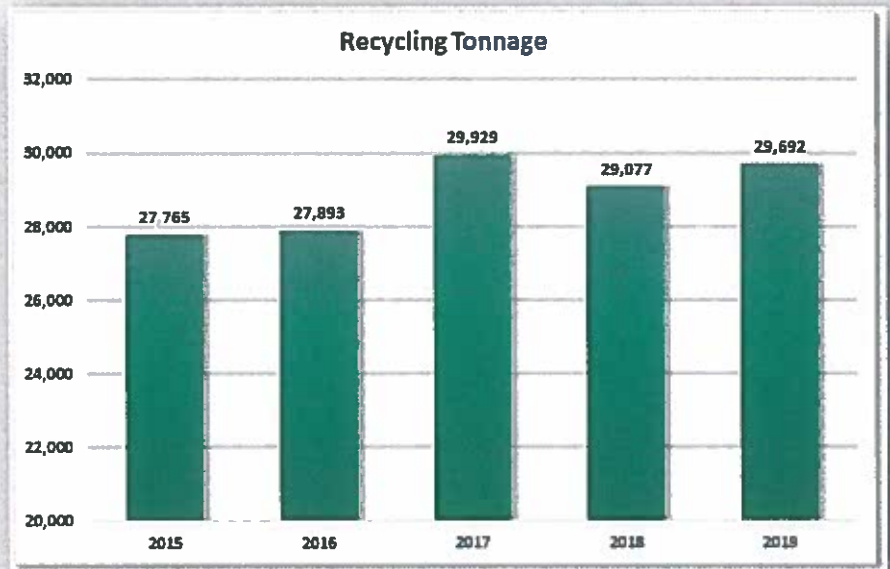




# Recycling

The Department operates a Recycling Transfer Station that collects and transports single stream recyclables produced by residents, municipalities and commercial users to the BOW regional single stream Materials Recovery Facility (MRF) in Outagamie County. This BOW facility is one of the largest municipal MRFs in the country. The MRF processes and markets comingled residential and commercial recyclable paper and containers from the three counties as well as other Wisconsin communities.

In 2019, **29,692 tons of single stream recyclables** were hauled from the Brown County Recycling Transfer Station to the Tri-County MRF which processed more than **103,000 tons of recyclables**. Single Stream Recycling includes recycling of all plastic bottles and caps, tubs and containers, aluminum and tin cans, glass and all paper products. The facility serves more than 10 counties in Northeast Wisconsin.



## Food Waste & Organics Drop-Off Program

The Department currently operates a drop-off food waste and organics program at the Recycling Transfer Station. A total of **31,200 pounds of material** were collected in 2019 at the county's single drop-off site. This

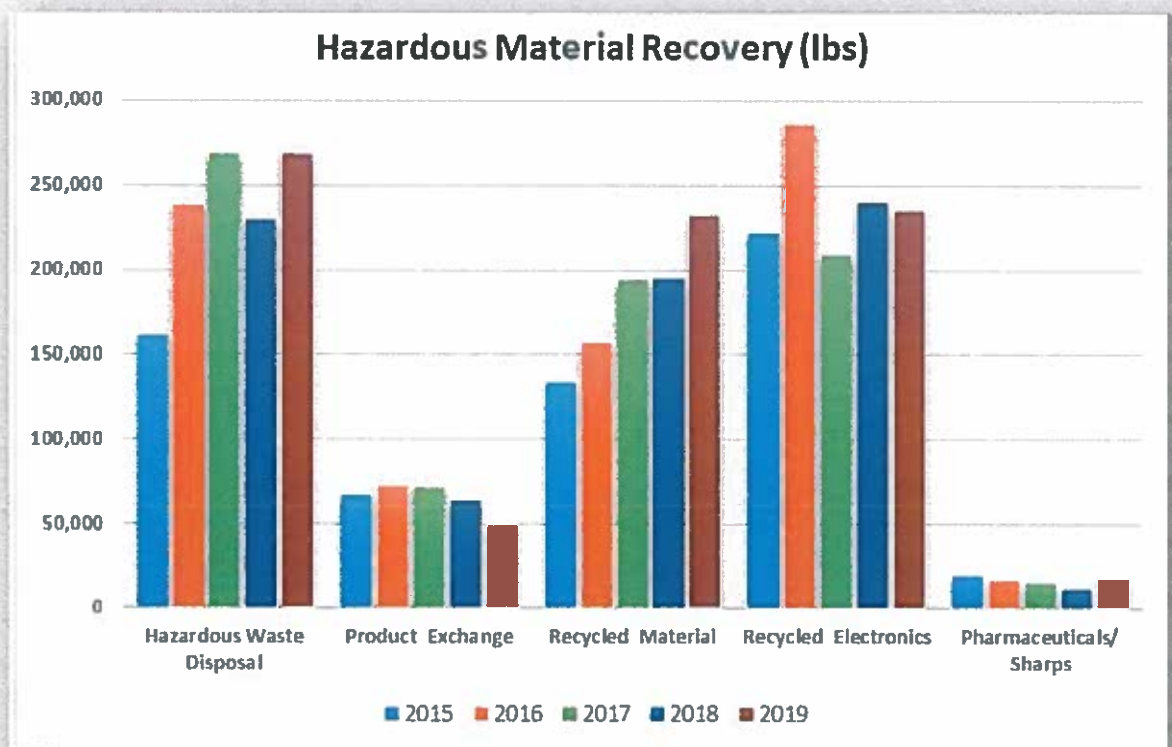


was an increase from previous years even with a change to the program that eliminated all types of compostable plastics. Brown County residents who are collecting food waste and organics from their home may participate in the free drop-off program. The program continues to have success with more than 230 households currently participating in the program, an increase of nearly 50 households since 2018.



# Hazardous Material Recovery

The Department operates the Hazardous Material Recovery Facility (HMR) providing an environmentally responsible outlet for hazardous, universal and special wastes for residents of Brown County and Northeast Wisconsin. This program is funded in partnership with NEW Water, the Oneida Tribe and other rural municipalities not connected to the NEW Water wastewater treatment facility. Additionally, Brown County provides cost-effective HMR services through out-of-county collection agreements with Calumet, Outagamie, Shawano, Waupaca and Winnebago counties. The program also provides regional businesses that qualify as Very Small Quantity Generators (VSQGs) with economical disposal options for hazardous, universal and special wastes.



During 2019, the HMR facility took in **811,380 pounds of hazardous materials** from an estimated **7,654 residential and business sources**. The facility was able to recycle or make available to the public more than a quarter of the collected material while **268,000 pounds of hazardous waste** was kept out of the environment and properly destroyed. Staff managed several counties' collection events, assisted with another county's collections, and served as the disposal outlet for material collected from an additional county's hazardous waste program.

## Sharps & Pharmaceutical Collection Programs

Since 1996, the Department and the County Health Department have collaborated in managing the Brown County Household Sharps Program collecting nearly 200,000 pounds of sharps (needles, syringes and lancets) with over **10,100 pounds** collected in 2019. The Department also provides law enforcement with regulatory and disposal guidance along with a low cost disposal outlet for non-controlled pharmaceuticals. These efforts have led to an average of **4,600 pounds** of pharmaceuticals collected each year in the County.

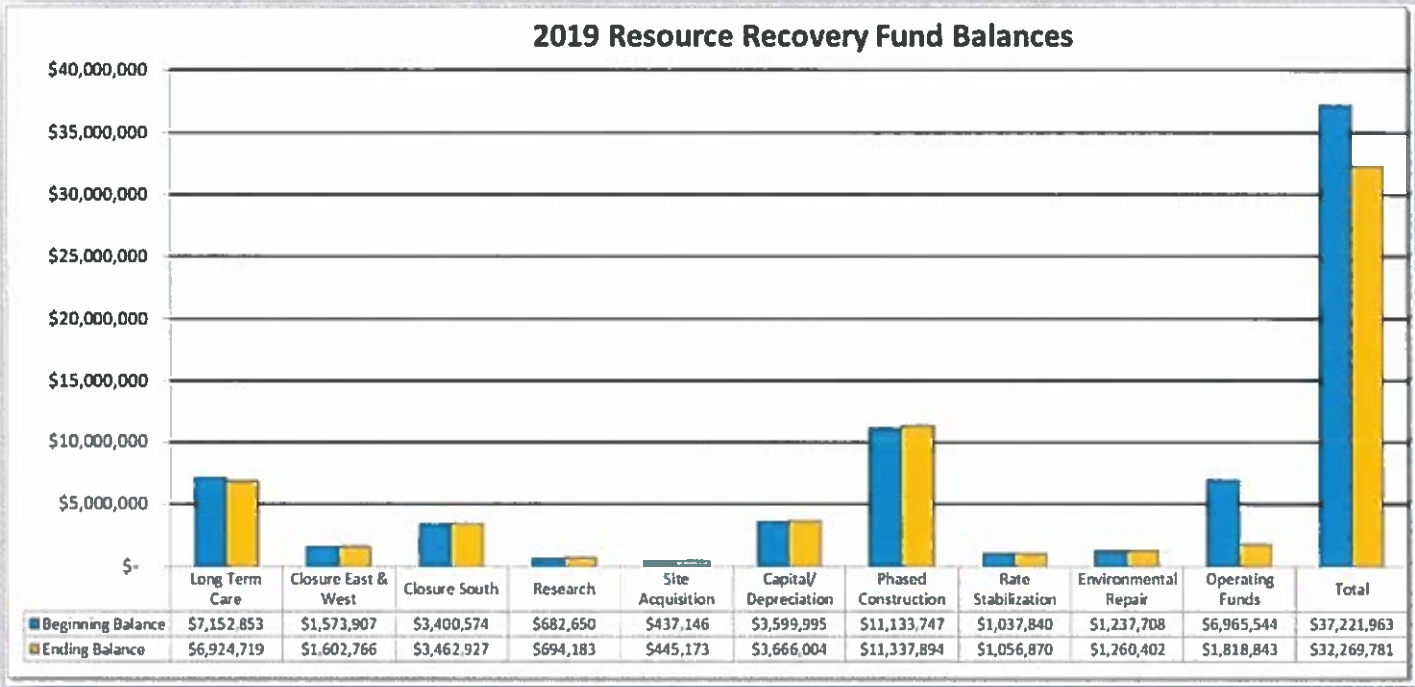


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# Financials

The Department’s services are among the least expensive and most complete services offered by any operation in the State of Wisconsin. The Department operates as an Enterprise Fund, using revenues gathered solely through operations to fund its activities. The low cost of solid waste disposal is an economic engine to the economy of Northeast Wisconsin. Landfill tipping fees are low and help keep local municipal budgets stable while strengthening businesses, especially manufacturing businesses, and giving them a reason to stay in the area. Single stream recycling programs continue to be operated successfully with efficient processing, while dealing with an ever-changing commodities markets in which the recyclables are sold.



*\*Financials are unaudited and will be finalized by the Administration Dept. in March.*



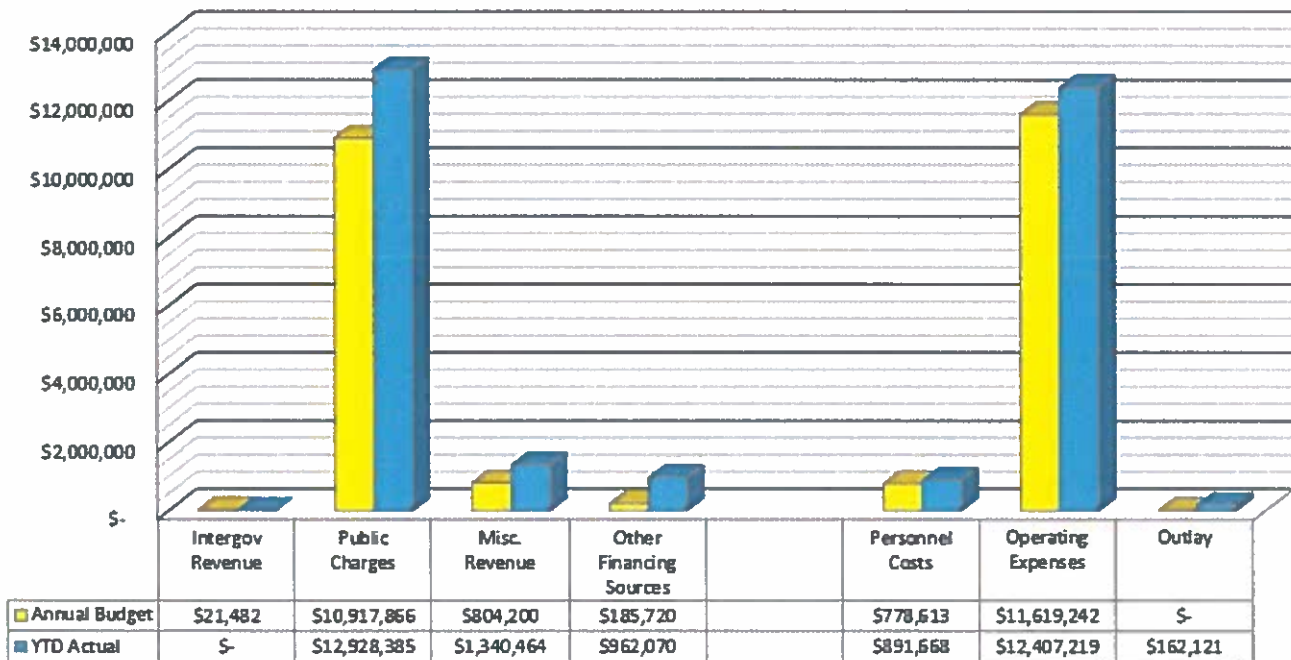
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**Brown County Port & Resource Recovery Department**  
**Resource Recovery Area Budget Status Report**  
**December 31, 2019**

		Annual Budget	YTD Actual	YTD %	YTD Total	Comments
R e v e n u e	Intergov Revenue	\$ 21,482	\$ -	0%		Intergovernmental Revenue difference reflects a HMR grant of \$21,482 not yet recognized as of January 2020. Public Charges are higher than budgeted due to increase solid waste tonnage. Misc. Revenue includes BOW proceeds (\$500,000) and interest earned and includes the market value on a specific day. Other Financing Sources is the intrafund transfer out from Closure to General the GTE building and other assets. Variations is the change in market value not actual cash value. Personnel costs were higher due to December \$107,000 pension adjustment and Operating Expenses were slightly higher than budgeted
	Public Charges	\$ 10,917,866	\$ 12,928,385	118%		
	Misc. Revenue	\$ 804,200	\$ 1,340,464	167%		
	Other Financing Sources	\$ 185,720	\$ 962,070	518%		
					\$ 15,230,919	
E x p e n d i t u r e	Personnel Costs	\$ 778,613	\$ 891,668	115%		
	Operating Expenses	\$ 11,619,242	\$ 12,407,219	107%		
	Outlay	\$ -	\$ 162,121	-		
					\$ 13,461,007	

**Resource Recovery - December 31, 2019**



*\*Financials are unaudited and will be finalized by the Administration Dept. in March.*

# Completed 2019 Goals

- ♦ **Advance South Landfill Plan of Operation and submit for Department of Natural Resources (DNR) approval.** No modification of the South Landfill Feasibility Determination was required. Wetland delineation and re-design of the landfill was completed in preparation for the new Plan of Operation submission to DNR in early 2019. Revisions were made during 2019 and approval received in January 2020.
- ♦ **Convert existing Gas-To-Energy (GTE) plant to passive flare including building modifications and sale of existing equipment.** A conversion plan was implemented. The GTE plant continued to operate until June 30, 2019. The equipment was sold. A new flare will be purchased in 2020 .
- ♦ **Solid Waste Transfer Station Building modifications** including addition of a new scale, a by-pass lane, overhead signage, two (2) new scale kiosks, new software and cameras were all completed.
- ♦ **Evaluate South Landfill operating strategy** including public versus private construction and operations strategy. Analysis was completed and determined that private landfill construction and public operation were the best and most cost effective strategies.
- ♦ **Receive WDNR approval of Plan of Operation for South Landfill.** Received in January 2020.
- ♦ **Implemented Conversion Plan for existing Gas-To-Energy (GTE) plant.** Transition to a passive flare including building modifications occurred after the June 30, 2019 power purchase agreement ended. The equipment was sold. The existing building will be used as part of the long-term maintenance of the landfill.
- ♦ **Excavate an additional 20,000 cubic yards of South Landfill Phase 1 Clay.** Approximately 15,000 cubic yards of material was excavated.
- ♦ **Complete BOW Diversion Committee evaluation of mattress recycling.** Determined mattress recycling was not feasible under current market conditions without legislative direction.
- ♦ **Market Recycling and Landfill Services** to new customers and make retention calls with a third of existing customers and municipalities were completed. Existing customers were retained and three (3) new commercial Solid Waste customers were added. One Brown County municipal recycling contract was added.



## Goals in Progress

- ♦ **Evaluate Leachate Management Options for South Landfill.** Evaluation completed. The most cost-effective management option was found to be trucking. The most cost-effective wastewater treatment facility is NEW Water. The evaluation found that the County leachate unloading station in the De Pere industrial park is the most cost-effective option. The County is currently working on treatment agreements with NEW Water and discharge agreements with De Pere and Ledgeview as a contingency. A letter of acceptance was received from NEW Water.
- **Evaluate Existing BOW Landfill Agreement and potentially renegotiate extension.** Evaluation determined that renegotiating a revised and restated BOW Landfill Agreement was desirable. BOW planning effort continued throughout 2019.

## Deferred Goal

- ♦ **Revise *2013 5-year BOW Solid Waste & Resource Recovery Management Plan*.** Renegotiating the BOW Landfill Agreement took precedent over the revised strategic plan. The Strategic Plan update is deferred until completion of the revised and restated BOW Landfill Agreement





## 2020 Goals

- ◆ Excavate 1 million cubic yards of material for South Landfill Phase 1 (est. \$5 million).
- ◆ Fence 392 acres of the South Landfill in compliance with wetland regulations and easements (est. \$400,000).
- ◆ Execute South Landfill leachate discharge and treatment agreements. Determine South Landfill Leachate Management Plans.
  - Design tank infrastructure and receive Site Plan Approvals.
  - Execute Agreements with Ledgeview and De Pere.
  - Build infrastructure at De Pere site (est. \$150,000)
- ◆ WLF Leachate tank expansion and replacement.
  - Design tank infrastructure and receive Site Plan Approval.
  - Build infrastructure at site (est. \$150,000)
- ◆ Negotiate a revised and restated BOW Landfill Agreement.
- ◆ Negotiate new Solid Waste Management Services Agreements for preferred and contracted customers that merge solid waste, recycling and other programs into one agreement. Utilization of the Rate Stabilization fund will be negotiated under the new Agreements.
- ◆ Update the Table of Organization for operation of the South Landfill in 2022.
- ◆ Evaluate Transfer Station operating strategy (public vs. private) and acquisition of equipment
- ◆ Design and bid out all landfill ancillary facilities for 2021 construction including the following: clay liner; geo-synthetic liner; leachate lines and tank; scales and scale house; acquisition of dozers, compactors, water truck, tractor/mower, etc.; maintenance building; drop-off site construction; utilities and connectivity.

### **Brown County Resource Recovery**

2561 South Broadway, Green Bay, WI 54304

Phone: 920-492-4950 | Fax: 920-492-4957

[www.BrownCountyRecycling.org](http://www.BrownCountyRecycling.org)



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# Evaluation of Brown County Publicly or Privately operating the Waste Transfer Station.

The Brown County Waste Transfer Station has been contracted out to a 3<sup>rd</sup> party service provider since its inception in 2003. The contractor has been responsible for operating the facility, loading semi trailers and hauling waste to the receiving landfill. In May 2019, Brown County evaluated public vs. private costs for both the construction and operation of the future South Landfill. It was determined and approved that in the best interest of Brown County to contract out to a 3<sup>rd</sup> party service provider the construction of the South Landfill and publicly operate the landfill. With the necessary equipment and table of organization changes, operating both the South Landfill and operating the Transfer Station both require heavy equipment operators.

In an ongoing effort to continuously improve operation and streamline our cost, Mike Konecny MWK LLC evaluated our existing method of operating through a contractor vs. Brown County publicly operating the upper level of the Transfer Station.

## Evaluation results – savings of ~ \$450,000 annually :

- Hire 2 county employees to operate the upper level of the TS.
- Purchase 2 front end loaders (to manage the tip floor, load shingles, maintain the front unloading area), a rubber tire backhoe (to dig out the bridged compactors & frozen boxes), and a sweeper (to sweep the parking lot).
- Brown County would be responsible for snow plowing, paying for electricity, loading shingles
- Contractor would be hired to operate the lower level, hook up trailers, unhook trailers, pick up paper

## Ancillary benefits of Brown County Operating the TS:

- Snow plowing & shoveling the scale more consistent
- Site sweeping & cleanliness more consistent
- Better communication with the scale operator
- Better service on frozen loads for rolloff customers
- Drop off area better maintained
- More control & flexibility with future SLF operations
- Reduce wear and tear on the TS Tip floor

**Brown County Resource Recovery - 2020 Budget  
Projected Transfer Station Budget Replacing Contracted Services with In-house Costs to Operate Transfer Station**

Note: Payments to Ousagame County for landfill services are not included. Do not change under contracted or in-house operation

Acct #	Description	Estimated Average Annual Costs 2020 Budget	Deduct Contract for TS Operation	Add: Additional Costs to Operate TS	Revised 2020 Budget for Transfer Station
5300	Supplies	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
5305	Dues and memberships	\$ 223.00			\$ 223.00
5306.1	Maintenance agreement Software	\$ 2,000.00			\$ 2,000.00
5307.100	Repairs and maintenance Equip.	\$ 20,000.00		\$ 49,000.00	\$ 69,000.00
5307.300	Repairs and maintenance Building	\$ 5,000.00			\$ 5,000.00
5307.400	Repairs and maintenance Grounds	\$ 15,000.00			\$ 15,000.00
	Fuel			\$ 35,000.00	\$ 35,000.00
5345	Permits	\$ 2,315.00			\$ 2,315.00
5392	Service fees	\$ 19,200.00			\$ 19,200.00
5503.100	Water & sewer & Storm water	\$ 2,389.00			\$ 2,389.00
5505	Telephone	\$ 500.00			\$ 500.00
	Electricity			\$ 30,000.00	\$ 30,000.00
5507	Other utilities	\$ 1,680.00			\$ 1,680.00
5601.350	Intra-county expense - Hwy Dept.	\$ 5,000.00			\$ 5,000.00
5601.400	Intra-county expense - Copy Ctr	\$ 250.00			\$ 250.00
	GAD - Loading and Hauling @ \$9	\$ 1,402,227.00			\$ 1,402,227.00
	GAD - TS Operation @ \$6	\$ 934,818.00	\$ (934,818.00)		\$ -
	All other	\$ 286,184.00			\$ 286,184.00
5700	Contracted services - Total	\$ 2,633,229.00			
	Snow plowing			\$ 35,000.00	\$ 35,000.00
	Paper picking			\$ 40,000.00	\$ 40,000.00
6000.005	Depreciation Land improvements	\$ 47,888.00			\$ 47,888.00
6000.010	Depreciation Buildings	\$ 34,515.00			\$ 34,515.00
6000.020	Depreciation Equipment	\$ 40,220.00		\$ 88,035.71	\$ 128,255.71
	Subtotal	\$ 2,534,207.00	\$ (934,818.00)	\$ 277,035.71	\$ 2,176,424.71
	Add: Salary and Benefit Allocation	\$ 230,110.00		\$ 199,500.00	\$ 429,610.00
	Total	\$ 3,064,317.00	\$ (934,818.00)	\$ 476,535.71	\$ 2,606,034.71
	NET SAVINGS		\$ 458,282.29		

COST PER TON				
Estimated Tons thru TS	155,803.00	\$	19.67	\$
Total Tons	213,503.00	\$	9.00	\$
Loading & Hauling		\$	10.57	\$
TS Operation		\$	7.73	\$

Notes:  
\$19.67 based on tons through the TS only  
Total tons of 213,503 - with direct haul  
\$2.8 million includes \$256 k of other contracted services, FRF, Liberty, FRF, Smith's, BMR

**Brown County Resource Recovery - 2020 Budget  
Projected Costs to Operate Transfer Station**

Personnel	199,500.00
Equipment Operation and Maintenance	49,000.00
Fuel	35,000.00
Utilities	30,000.00
Contracted Services:	
Snow plowing	35,000.00
Paper picking	40,000.00
Depreciation on Equipment	88,035.71
<b>Total</b>	<b>476,535.71</b>

Salaries	Hourly Rate	Annual Hours for Each Operator	Salary Cost	Fringe Benefits	Total
2 Operators - regular hours	25.00	2,080.00	104,000.00	52,000.00	156,000.00
2 Operators - OT hours	37.50	500.00	37,500.00	6,000.00	43,500.00
<b>Total</b>					<b>199,500.00</b>

**Depreciation on Equipment (using rates and salvage value based on WisDOT guidelines)**

	Cost	Less 15% Salvage	Depreciable Amount	Estimated Life	Annual Depreciation
Front End Loader	250,000.00	37,500.00	212,500.00	7.00	30,357.14
Front End Loader	250,000.00	37,500.00	212,500.00	7.00	30,357.14
Rubber Tire Backhoe	125,000.00	18,750.00	106,250.00	7.00	15,178.57
Sweeper	100,000.00	15,000.00	85,000.00	7.00	12,142.86
<b>Total</b>					<b>88,035.71</b>

**Operation and Maintenance on Equipment**

	Estimated Hours of Operation	Fuel	Maintenance
Front End Loader	2,850.00	12,500.00	17,000.00
Front End Loader	2,850.00	12,500.00	17,000.00
Rubber Tire Backhoe	1,000.00	5,000.00	8,000.00
Sweeper	500.00	5,000.00	7,000.00
		<b>35,000.00</b>	<b>49,000.00</b>

**Current Transfer Station Salary Allocation**

	Salaries	Fringe Benefits	Total
Operations manager	30,727.00	7,746.00	
Associate	6,785.00	1,224.00	
Associate	6,759.00	1,220.00	
Director	20,038.00	6,677.00	
Technician	3,135.00	890.00	
Associate (should be SSR)	9,694.00	8,909.00	
Clerk-Typist	10,350.00	6,867.00	
Account Clerk II	21,589.00	12,293.00	
Associate	45,064.00	25,961.00	
Business Development Manager	18,230.00	3,198.00	
LTE Aide	1,258.00	99.00	
<b>Totals per Allocation w/s</b>	<b>173,629.00</b>	<b>75,084.00</b>	
<b>Correction - deduct SSR</b>	<b>(9,694.00)</b>	<b>(8,909.00)</b>	
<b>Revised Total</b>	<b>163,935.00</b>	<b>66,175.00</b>	<b>230,110.00</b>

# **Port & Resource Recovery Department**

## **Director's Report**

### **March 2020**

**South Landfill** – Background private well monitoring in-progress with eight rounds planned between Fall 2019 and 2021. Results shared with landowners. Leachate discharge and transmission agreements with NEW Water, City of De Pere and Town of Ledgeview are in-progress. Meeting scheduled April 6, 2020 with Town of Holland Landfill Monitoring Committee, town leaders and adjacent property owners to update them on 2020 construction and other activities. Additionally, we are working on amending the Landfill Siting Agreement to reflect current private well sampling methods and parameter lists. Additionally, Brown County would like the town to consider earlier operating hours for the benefit of reduced truck traffic during normal travel times. Adjacent property owners have been contacted of fencing plans and issues regarding property owner's use of county land.

**Solid Waste Management Agreements** – New comprehensive solid waste management agreements drafted that combine separate existing agreements for solid waste, recycling and household hazardous waste into one agreement. Drafts shared with urban municipalities. The Rate Stabilization Fund is \$1.1M directed and reserved by Brown County to lessen the anticipated \$8/ton increase in tipping fee costs necessary from constructing and operating the future new South Landfill. Upon final negotiations of agreement, staff will seek County Board approval of master agreement for staff to execute with twenty six (26) County municipalities.

**Brown County Transfer Station Operation Evaluation** – Brown County and MK Consultants evaluated the public vs. private operation of the transfer station, not the transfer station hauling. The evaluation will be brought before committee next month for approval.

**Beneficial Reuse of Dredged Material** – GEI Engineers and Brown County are formulating the work group for this project. A draft marketing analysis is being finalized.

**2020 Shipping Season** – Port is open. First ship arrived Sunday March 15, 2020. First ship contest award package was awarded.

**COVID-19** - In response to COVID-19, the 2020 Port Symposium was cancelled and contingency plans are being made in order to keep the solid waste and recycling transfer stations fully operational as an essential public service. Other regulatory compliance requirements will be maintained. All non-essential functions and services (along with associated staff) are prepared to be closed.

#### **Open Position Form**

#### **Port and Resource Recovery Department**

<b>Position</b>	<b>Vacancy Date</b>	<b>Reason for Leaving</b>	<b>Fill or Hold</b>	<b>Unfilled Reason</b>
PT Associate	January 1		Hold	
Intern	January 1		Fill	
Technician	January 1		Fill	New Position
Landfill Mngr	January 1		Hold till October	New Position



PUBLIC WORKS DEPARTMENT

*Brown County*

2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: PD&T Committee  
FROM: Paul Fontecchio, P.E.  
DATE: March 23, 2020  
RE: Summary of Operations

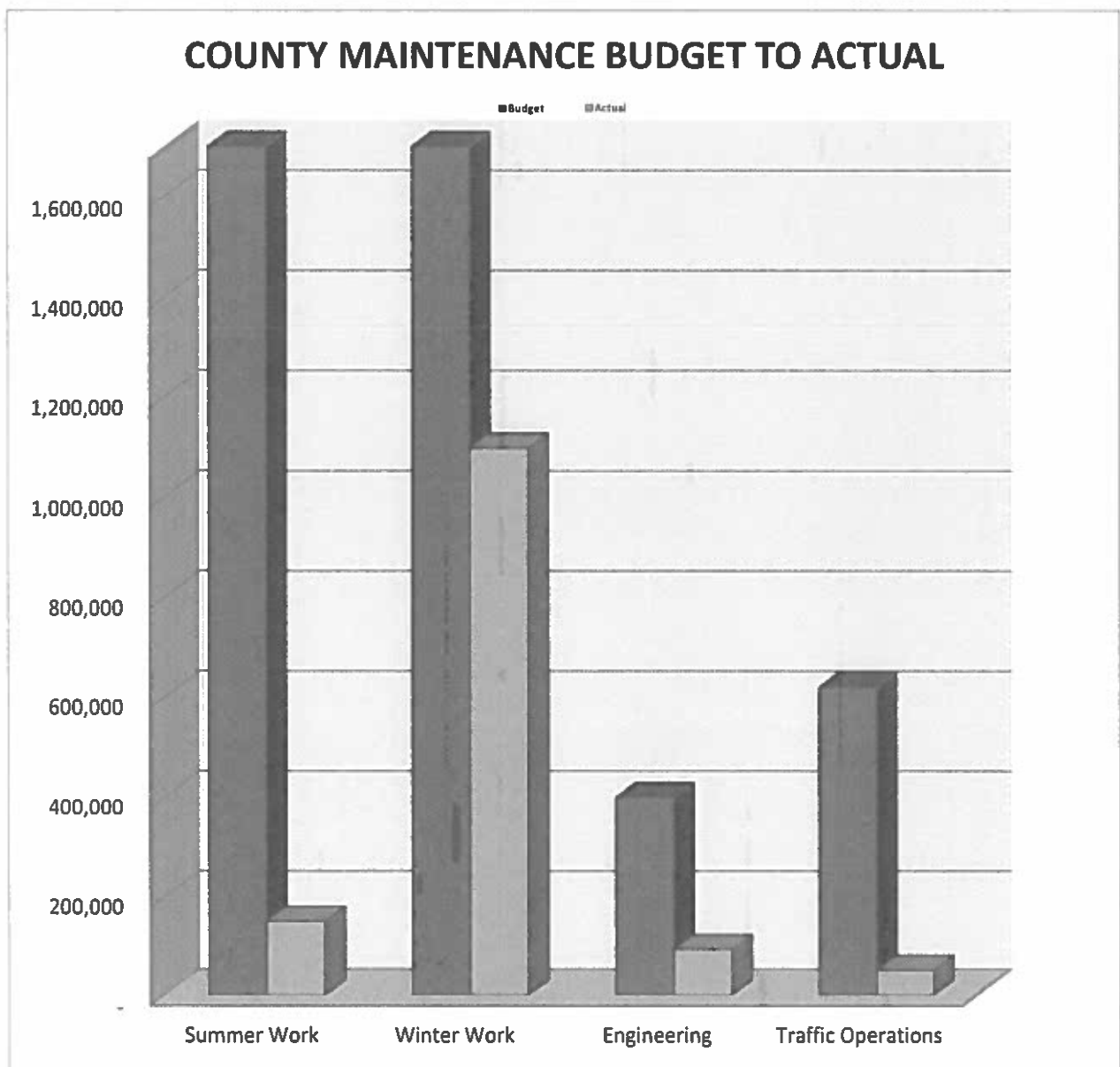
The Public Works Department is performing at a normal budget rate through the month of February. The end of February represents 16.67% of the year. Here is a summary of our operations:

(240) County Maintenance	29.94%
(660) State Maintenance	24.04%
(660) Other Work (Interdepartmental, Municipal, etc.)	57.93%
(400) Capital Projects	59.85%
Facilities	14.58%

Please see the attached charts for more details.

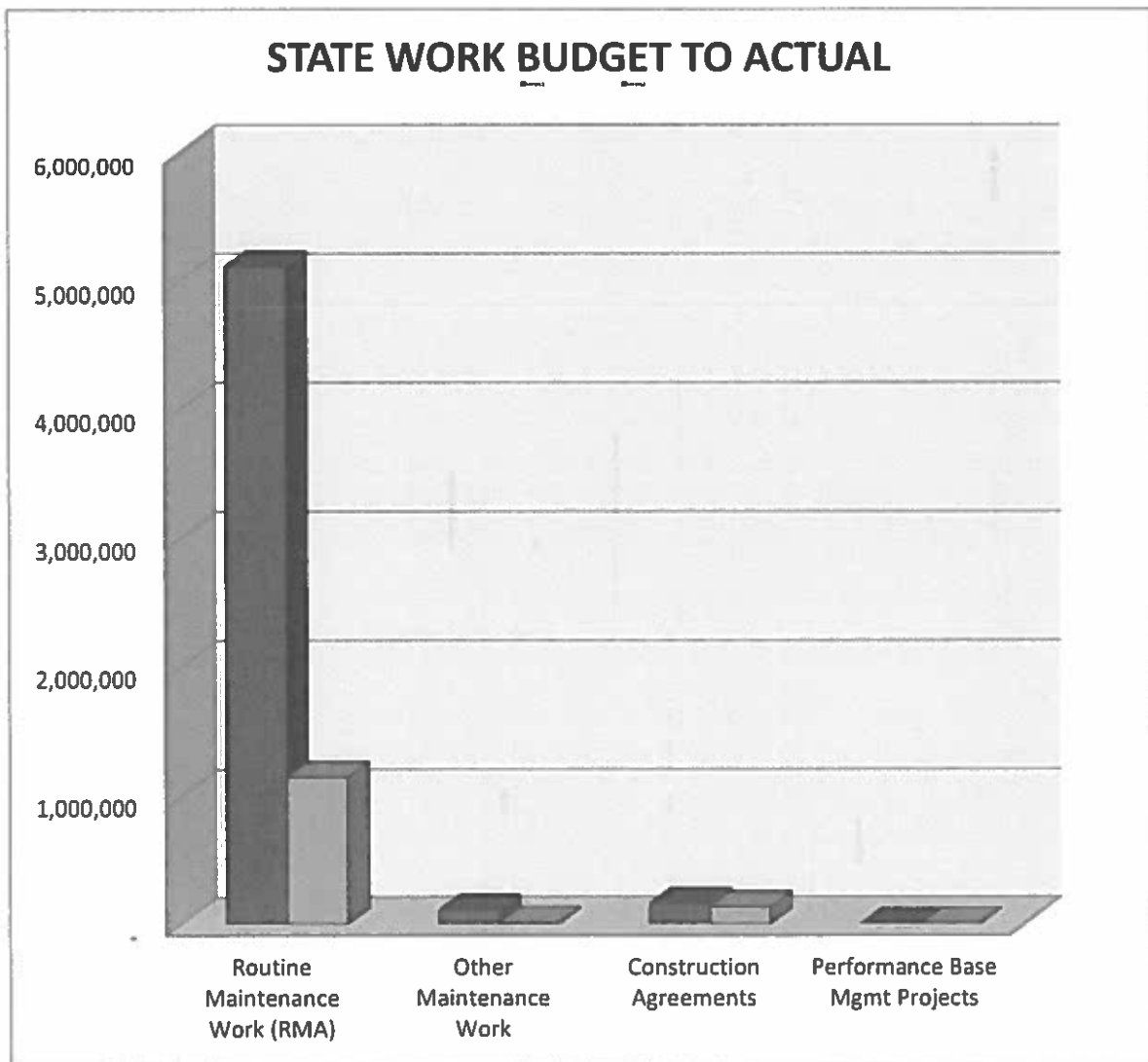
**BROWN COUNTY PUBLIC WORKS  
COUNTY MAINTENANCE BUDGET TO ACTUAL-FUND 240  
As Of 2/29/20**

	Budget	Actual	Remaining	Percentage Used
Summer Work	1,908,232	150,781	1,757,451	7.90%
Winter Work	1,720,026	1,098,071	621,955	63.84%
Engineering	400,000	93,189	306,811	23.30%
Traffic Operations	620,000	50,853	569,147	8.20%
Stormwater MGMT	13,441	797	12,644	5.93%
County Incidents	30,000	10,866	19,134	36.22%
Total	4,691,699	1,404,557	3,287,142	29.94%



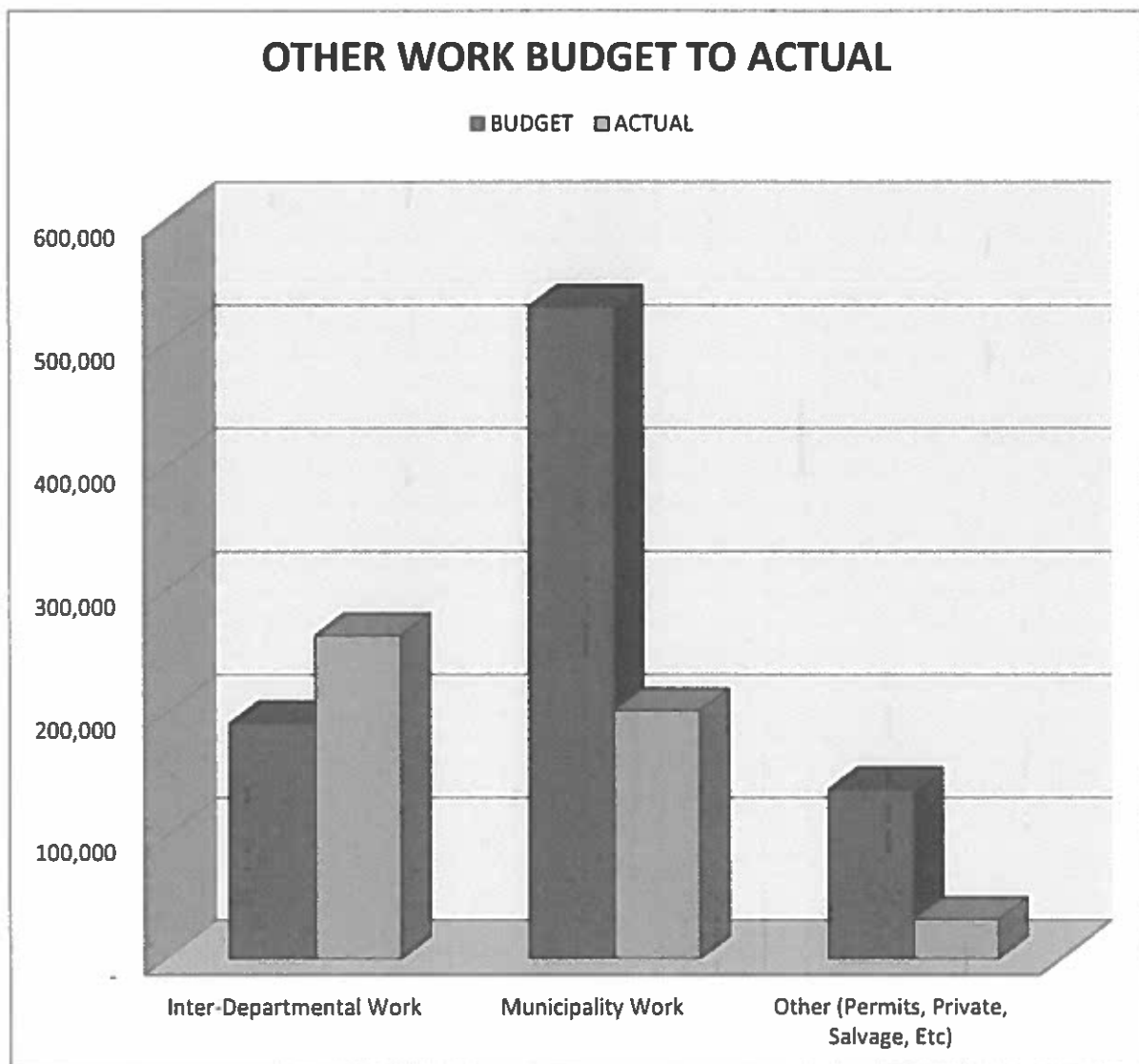
**BROWN COUNTY PUBLIC WORKS-HIGHWAY  
STATE WORK BUDGET TO ACTUAL  
As Of 2/29/20**

	Budget	Actual	Remaining	Percentage Used
Routine Maintenance Work (RMA)	5,110,300	1,150,143	3,960,157	22.51%
Other Maintenance Work	107,577	8,420	99,156	7.83%
Construction Agreements	158,120	133,771	24,350	84.60%
Performance Base Mgmt Projects	-	-	-	#DIV/0!
<b>Total</b>	<b>5,375,997</b>	<b>1,292,334</b>	<b>4,083,664</b>	<b>24.04%</b>



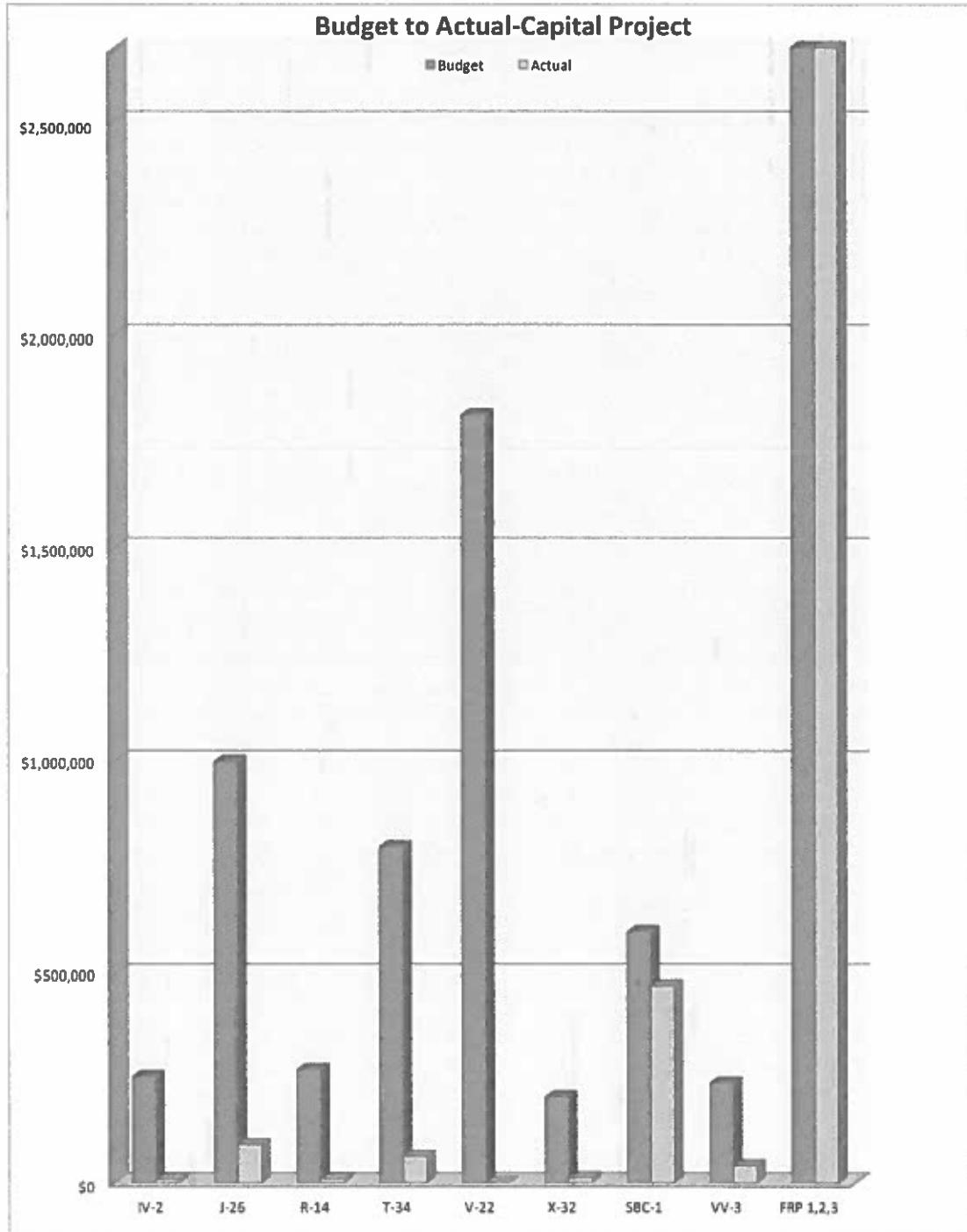
**BROWN COUNTY PUBLIC WORKS-HIGHWAY  
OTHER WORK BUDGET TO ACTUAL  
As Of 02/29/20**

	Budget	Actual	Remaining	Percentage Used
Inter-Departmental Work	191,610	263,357	(71,747)	137.44%
Municipality Work	530,000	202,295	327,706	38.17%
Other (Permits, Private, Salvage, Etc)	137,984	32,305	105,679	23.41%
Total	859,594	497,956	361,638	57.93%



**BROWN COUNTY HIGHWAY DEPARTMENT  
CAPITAL PROJECT EXPENSE-BUDGET TO ACTUAL  
As Of 2/29/20**

Project	Project Description	% BC Cost	Budget	Actual	Remaining	Percentage
A-23	CTH A at Beach Ln	100%	\$500,000	\$18,289	\$481,711	3.66%
IV-2	CTH P to B/K Line Rd	100%	\$260,000	\$7,606	\$252,394	2.93%
J-26	CTH C to CTH EB	100%	\$1,000,000	\$93,138	\$906,862	9.31%
R-14	Devils River Trail to CTH KB	100%	\$277,000	\$8,636	\$268,364	3.12%
T-34	STH 54 to Caledonia Dr	100%	\$800,000	\$64,779	\$735,221	8.10%
V-22	CTH O to Debra Ln	100%	\$1,813,000	-\$516,781	\$2,329,781	-28.50%
X-32	Culvert Replacement Zion Rd to CTH G	100%	\$210,000	\$11,918	\$198,082	5.68%
SBC-1	Southern Bridge Connector Tier 1 EIS	100%	\$600,000	\$472,915	\$127,085	78.82%
VV-3	STH 29/CTH VV Interchange	100%	\$244,162	\$41,725	\$202,437	17.09%
FRP 1,2,3	Earthwork & Stormwater Retention Pond	100%	\$11,262,412	\$9,671,690	\$1,590,722	85.88%
<b>Total</b>			<b>\$16,466,574</b>	<b>\$9,855,625</b>	<b>\$6,610,949</b>	<b>59.85%</b>



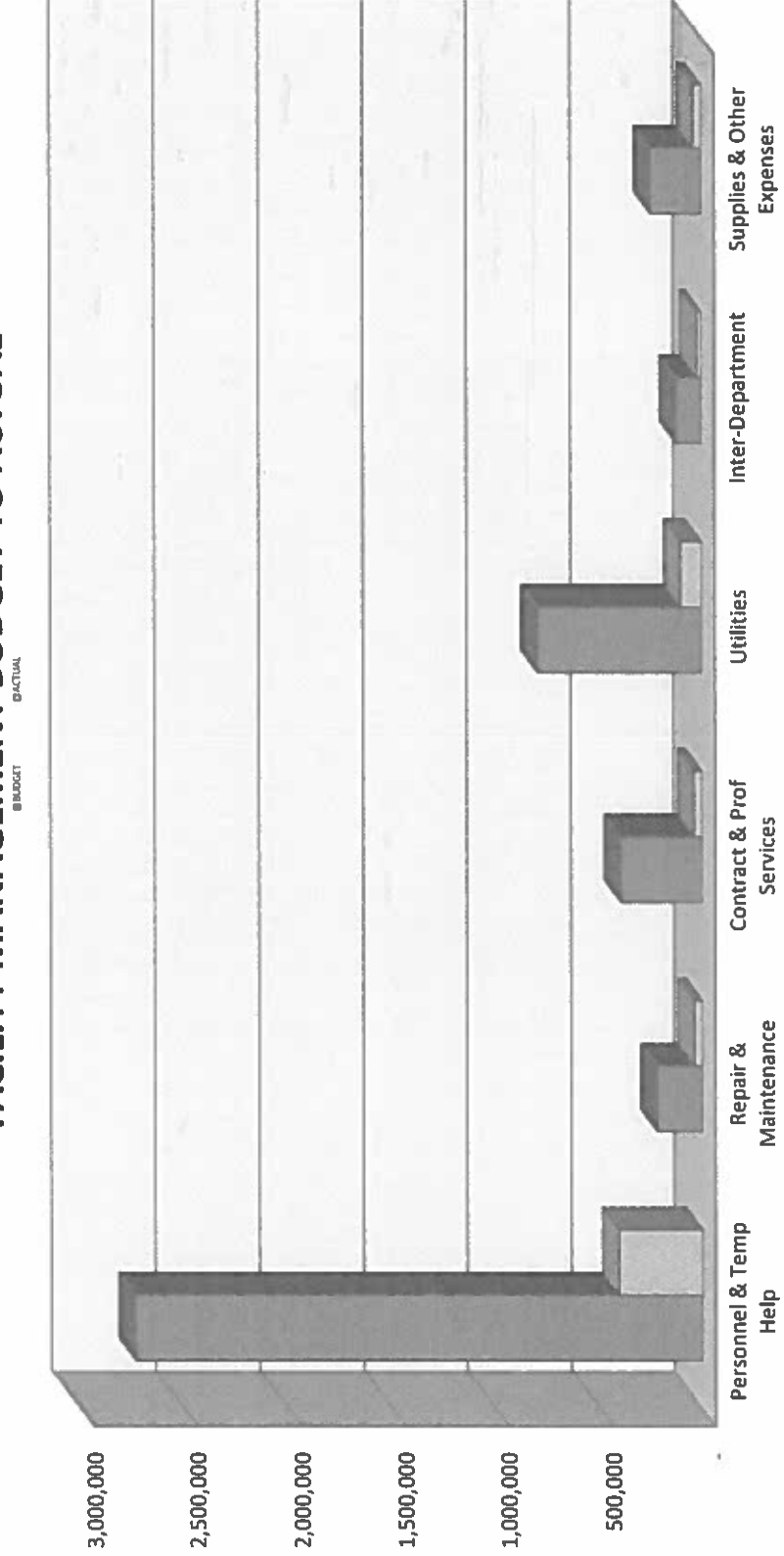
# BROWN COUNTY PUBLIC WORKS

## FACILITY MANAGEMENT BUDGET TO ACTUAL

### As Of 2/29/2020

	Budget	Actual	Remaining	% Used
Personnel & Temp Help	2,735,808	411,634	2,324,174	15.05%
Repair & Maintenance	223,083	38,774	184,309	17.38%
Contract & Prof Services	400,389	39,949	360,440	9.98%
Utilities	799,433	106,156	693,277	13.28%
Inter-Department	125,629	23,863	101,766	19.00%
Supplies & Other Expenses	250,921	40,836	210,085	16.27%
Total	4,535,263	661,212	3,874,051	14.58%

## FACILITY MANAGEMENT BUDGET TO ACTUAL



PUBLIC WORKS DEPARTMENT  
*Brown County*

2198 GLENDALE AVENUE  
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PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: PD&T Committee  
FROM: Paul Fontecchio, P.E.  
DATE: March 23, 2020  
RE: Director's Report

**PROJECTS:**

**FRP-2 (Storm Sewer & Pond):** Dorner Inc. is in the process of installing the lift stations and connecting to power. They will continue with the storm sewer connections with completion of the project anticipated near the end of March.



**TWELVE-HOUR DAYS:**

**Highway Division:** Highway incurred 3,272 hours of overtime in February. Substantially, all overtime was related to snow events. The amounts in excess of 12 hours per day for February are attached.

**Facility Management Division:** Facilities incurred 191 hours of overtime in February. Substantially, all overtime was related to snow events. The amounts in excess of 12 hours per day for February are attached.

**STAFFING REPORT:**

See Attached Table.



**Public Works - Highway Division**  
**12-Hour Work Days**  
**2/1/20 - 2/29/20**

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
2/4/2020	Mangin, Justin	Jail / ME	12
2/4/2020	Messerschmidt, Bill	Jail / ME	12
2/7/2020	Allen, Chris	State Roamer, Plowing / Salting	12.5
2/7/2020	Bastian, Dan	State Trees, Plowing / Salting	12
2/7/2020	Bray, Scott	Mechanic Shop	14
2/7/2020	Burney, Tim	B-18; Plowing / Salting	12.5
2/7/2020	Dickerson, Ben	State Trees, Plowing / Salting	12
2/7/2020	Dixon, Darrell	State Roamer, Plowing / Salting	14.5
2/7/2020	Doucha, Dean	Patching, Plowing / Salting	12
2/7/2020	DuBois, Phil	Sign Shop, Plowing / Salting	13
2/7/2020	Engelmann, Curt	Jail/ME; Plowing / Salting	14.5
2/7/2020	Goral, Nick	State Guardrail Repair; Plowing / Salting	15.5
2/7/2020	Gussert, Tim	MSHA Training; Plowing / Salting	12
2/7/2020	Haumschild, Dan	State Guardrail Repair; Plowing / Salting	12.25
2/7/2020	Healy, Aaron	B-18; Plowing / Salting	14.5
2/7/2020	Hennes, Pat	Sign Shop, Plowing / Salting	13
2/7/2020	Ignatowski, Paul	MSHA Training; State Accident; Plowing / Salting	12
2/7/2020	Johnson, Jason	Jail/ME; Plowing / Salting	13
2/7/2020	Kapinos, Vince	State Fence; Plowing / Salting	12
2/7/2020	Kostreva, James	State Trees, Plowing / Salting	12
2/7/2020	Ledvina, Jason	MSHA Traininig; Plowing / Salting	13
2/7/2020	Liebergen, Dale	MSHA Training; Plowing / Salting	12
2/7/2020	Liss, Tim	Stockroom; Plowing / Salting	12
2/7/2020	Little, Bob	State Guardrail Repair; Plowing / Salting	15
2/7/2020	Loritz, Nancy	Patching, Plowing / Salting	16
2/7/2020	Mangin, Justin	Jail/ME; Plowing / Salting	13
2/7/2020	Margitan, Jim	MSHA Training; Plowing / Salting	12
2/7/2020	Maus, Todd	MSHA Training; Plowing / Salting	13.25
2/7/2020	McBryde, Justin	State Night Roamer, Plowing / Salting	12
2/7/2020	Melbauer, Charlie	Patching; Plowing / Salting	13
2/7/2020	Mineau, Zach	State Roamer, Plowing / Salting	13
2/7/2020	Noe, Terry	Make Brine; Plowing / Salting	12
2/7/2020	Peot, Tracy	Make Brine; Plowing / Salting	12
2/7/2020	Reedy, Jason	State Fence; Plowing / Salting	12
2/7/2020	Renard, Kevin	State Trees, Plowing / Salting	13
2/7/2020	Rentmeester, Dan	Building Maint; Patching; Plowing / Salting	12
2/7/2020	Scray, Norb	State Roamer, Plowing / Salting	12.5
2/7/2020	Sequin, Scott	MSHA Training; Plowing / Salting	12
2/7/2020	Shimanek, Steve	Mechanic Shop; Plow / Salting	12
2/7/2020	Skaletski, Todd	State Guardrail Repair; Plowing / Salting	13
2/7/2020	Sperberg, Mark	MSHA Training; Plowing / Salting	12
2/7/2020	Thompson, Bill	State Trees, Plowing / Salting	13

## 12-Hour Report

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DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
2/7/2020	Thompson, Nick	State Fence; Plowing / Salting	12
2/7/2020	VanDeHei, Jamie	State Fence; Plowing / Salting	13
2/7/2020	VandenElzen, Ken	State Roamer, Plowing / Salting	12
2/7/2020	VerHaagh, Ken	Mechanic Shop	14.25
2/7/2020	Vieth, Ryan	State Trees, Plowing / Salting	13
2/7/2020	Wendricks, Brandon	Jail/ME; Plowing / Salting	13
2/7/2020	Wessley, Brad	State Trees, Plowing / Salting	12
2/7/2020	Woelfel, Jon	State Roamer, Plowing / Salting	13
2/7/2020	Zalewski, Jared	Sign Shop, Plowing / Salting	12
2/7/2020	Zellner, Aaron	State Trees, Plowing / Salting	13
2/7/2020	Zelten, Brian	Jail/ME; Plowing / Salting	13
2/9/2020	Buhr, Mike	Mechanic Shop	13
2/9/2020	Noe, Terry	Make Brine, Plowing / Salting	12
2/9/2020	Peot, Tracy	Make Brine, Plowing / Salting	12
2/10/2020	Allen, Chris	Brining	12
2/10/2020	Bouche, Macaine	Plowing / Salting	12
2/10/2020	Brittnacher, Mike	Plowing / Salting	12
2/10/2020	Collins, Robbie	Plowing / Salting	12
2/10/2020	Cordier, Andy	Plowing / Salting; B-18	12.75
2/10/2020	Corrigan, Chad	Plowing / Salting	12
2/10/2020	Curl, Todd	Mechanic Shop	15
2/10/2020	Doucha, Dean	Plowing / Salting; Patching	12
2/10/2020	Ferry, Jim	Mechanic Shop	12
2/10/2020	Gussert, Tim	Plowing / Salting	12
2/10/2020	Ignatowski, Paul	Plowing / Salting; FRP-1	14.5
2/10/2020	LeGrave, Steve	Plowing / Salting	12
2/10/2020	Little, Bob	Plowing / Salting	12
2/10/2020	Loritz, Nancy	Plowing / Salting	12
2/10/2020	Margitan, Jim	Plowing / Salting	12
2/10/2020	Melbauer, Charlie	Plowing / Salting	12
2/10/2020	Mohr, Brian	Mechanic Shop	14
2/10/2020	Reedy, Jason	Plowing / Salting	12
2/10/2020	Scray, Norb	Plowing / Salting; State Roamer	12
2/10/2020	Sequin, Scott	Plowing / Salting	12
2/10/2020	Sperberg, Mark	Plowing / Salting	12
2/10/2020	Stein, Kelly	Plowing / Salting	12
2/10/2020	Taicher, Kevin	Plowing / Salting; State Roamer	12
2/10/2020	Thompson, Nick	Plowing / Salting	12
2/10/2020	Tilkens, Todd	Plowing / Salting	12
2/10/2020	VandenElzen, Ken	Plowing / Salting	12
2/10/2020	VanVonderen, Jim	Make Brine; B-18	12.75

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## 12-Hour Report

2/1 - 2/29/20

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DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
2/10/2020	Veldboom, Zach	Mechanic Shop	12
2/10/2020	Welsing, Jay	Plowing / Salting; Mechanic Shop	12
2/10/2020	Wessley, Brad	Plowing / Salting	12
2/10/2020	Zelten, Brian	Plowing / Salting; ZZ-18; Patching	12
2/12/2020	Bray, Scott	Mechanic Shop	12
2/12/2020	Buhr, Mike	Mechanic Shop	12
2/12/2020	Charles, Brad	State Night Roamer, Plowing /Salting	12.5
2/12/2020	Charneski, Ben	Mechanic Shop	12
2/12/2020	Corrigan, Chad	ZZ-18; Plowing / Salting	12
2/12/2020	Gussert, Tim	FRP-1; Plowing / Salting	13
2/12/2020	Ignatowski, Paul	State Roamer; FRP-1; Plowing / Salting	12
2/12/2020	Kapinos, Vinnie	Plowing / Salting	12
2/12/2020	Little, Bob	State Fence; Plowing / Salting	12
2/12/2020	McBryde, Justin	State Night Roamer / Plowing / Salting	12.25
2/12/2020	Mineau, Zach	State Night Roamer, Plowing /Salting	12.5
2/12/2020	Schraufnagel, Dan	Plowing / Salting	12
2/12/2020	Scray, Norb	State Roamer; Plowing / Salting	12
2/12/2020	Sequin, Scott	Plowing / Salting	12
2/12/2020	Stein, Kelly	State Fence; Plowing / Salting	12
2/12/2020	VandenElzen, Ken	State Patching; Plowing / Salting	12
2/12/2020	VanRite, Paul	Plowing / Salting	12
2/12/2020	Woelfel, Jon	State Night Roamer, Plowing /Salting	12.5
2/12/2020	Zelten, Brian	ZZ-18; Plowing / Salting	12
2/13/2020	Bastian, Dan	Plowing / Salting	12
2/13/2020	Bouche, Macaine	Plowing / Salting	12
2/13/2020	Brittnacher, Mike	Plowing / Salting	13.5
2/13/2020	Buhr, Mike	Mechanic Shop	12
2/13/2020	Collins, Robbie	Plowing / Salting	13.5
2/13/2020	Corrigan, Chad	Plowing / Salting	13.5
2/13/2020	Dallas, Chris	Plowing / Salting	12
2/13/2020	Doucha, Dean	Plowing / Salting	12
2/13/2020	Gussert, Tim	Plowing / Salting	12
2/13/2020	Ignatowski, Paul	Plowing / Salting	13.25
2/13/2020	LeGrave, Steve	Plowing / Salting	13
2/13/2020	Little, Bob	Plowing / Salting	12
2/13/2020	Margitan, Jim	Plowing / Salting	12.25
2/13/2020	Mohr, Brian	Mechanic Shop	12
2/13/2020	Peot, Tracy	Plow / Clean Roundabouts / Shelving	13.5
2/13/2020	Reedy, Jason	Plowing / Salting	12
2/13/2020	Scray, Norb	Plowing / Salting	12
2/13/2020	Sequin, Scott	Plowing / Salting	13

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## 12-Hour Report

2/1 - 2/29/20

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DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
2/13/2020	Shimanek, Steve	Plowing / Salting	12
2/13/2020	Sperberg, Mark	Plowing / Salting	13
2/13/2020	Stein, Kelly	Plowing / Salting	12
2/13/2020	Taicher, Kevin	Plowing / Salting	12
2/13/2020	VandenElzen, Ken	Plowing / Salting	12
2/13/2020	Vlies, Kevin	Plowing / Salting	12
2/13/2020	Wessley, Brad	Plowing / Salting	13.5
2/13/2020	Williams, Tim	Plowing / Salting	12
2/13/2020	Zelten, Brian	Plowing / Salting	13.5
2/13/2020	Zuleger, Kevin	Mechanic Shop	12
2/17/2020	Allen, Chris	State Roamer; Plowing / Salting	12.75
2/17/2020	Bastian, Dan	State Trees; Plowing / Salting	12
2/17/2020	Bogucki, Bill	State Trees; Plowing / Salting	12
2/17/2020	Bouche, Macaine	State Bridges, Plowing / Salting	12
2/17/2020	Bray, Scott	Mechanic Shop	12
2/17/2020	Buhr, Mike	Mechanic Shop	12
2/17/2020	Burney, Tim	Sand Bags; Plowing / Salting	12.25
2/17/2020	Charles, Brad	State Night Roamer; Plowing / Salting	12.25
2/17/2020	Charneski, Ben	Mechanic Shop	12
2/17/2020	Collins, Robbie	ZZ-18; Plowing / Salting	12
2/17/2020	Cordier, Andy	State Bridges, Plowing / Salting	12.5
2/17/2020	Corrigan, Chad	ZZ-18; Plowing / Salting	12
2/17/2020	Dixon, Darrell	State Roamer; Plowing / Salting	12
2/17/2020	Doucha, Dean	Patching; Plowing / Salting	12
2/17/2020	Drewiske, Doug	Signing; Plowing / Salting	12
2/17/2020	Gussert, Tim	FRP-1; Plowing / Salting	12.5
2/17/2020	Haumschild, Dan	State Fence; Plowing / Salting	12
2/17/2020	Ignatowski, Paul	State Roamer; Plowing / Salting	12
2/17/2020	Johnson, Jason	FRP-1; Plowing / Salting	12
2/17/2020	Kapinos, Vinnie	State Fence; Plowing / Salting	12
2/17/2020	Kostreva, James	State Trees; Plowing / Salting	12
2/17/2020	LeGrave, Steve	FRP-1; Plowing / Salting	12
2/17/2020	Liebergen, Dale	Patching; Plowing / Salting	12
2/17/2020	Little, Bob	State Fence; Plowing / Salting	12
2/17/2020	Loritz, Nancy	Patching; Plowing / Salting	12.25
2/17/2020	Mangin, Justin	ZZ-18; Plowing / Salting	12
2/17/2020	Margitan, Jim	Drifing / Plowing / Salting	12
2/17/2020	McBryde, Justin	State Night Roamer; Plowing / Salting	12
2/17/2020	McEwen, Bryan	State Guardrail Repair; Plowing / Salting	12
2/17/2020	Messerschmidt, Bill	Plowing / Salting	12
2/17/2020	Mineau, Zach	State Night Roamer; Plowing / Salting	12

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## 12-Hour Report

2/1 - 2/29/20

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DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
2/17/2020	Noe, Terry	Make Brine; Plowing / Salting	12
2/17/2020	Peot, Jesse	State Trees; Plowing / Salting	12
2/17/2020	Peot, Tracy	Make Brine; Plowing / Salting	12
2/17/2020	Reedy, Jason	State Fence; Plowing / Salting	12
2/17/2020	Rentmeester, Dan	State Trees; Plowing / Salting	12
2/17/2020	Sausen, Jim	Stockroom; Plowing / Salting	12
2/17/2020	Schmidt, Jamie	Mechanic Shop	12
2/17/2020	Schraufnagel, Dan	State Trees; Plowing / Salting	12
2/17/2020	Scray, Norb	State Roamer; Plowing / Salting	12
2/17/2020	Sequin, Scott	Patching; Plowing / Salting	12
2/17/2020	Shimanek, Steve	Mechanic Shop; Plow / Salting	12
2/17/2020	Sperberg, Mark	Patching; Plowing / Salting	12
2/17/2020	Stein, Kelly	State Fence; Plowing / Salting	12
2/17/2020	Sweemer, Steve	Mechanic Shop	12.5
2/17/2020	Taicher, Kevin	State Roamer; Plowing / Salting	12
2/17/2020	VandenElzen, Ken	State Fence; Plowing / Salting	12
2/17/2020	VanRite, Paul	Patching; Plowing / Salting	12
2/17/2020	VanVonderen, Jim	Make Sand Bags; Make Brine	15
2/17/2020	VerHaagh, Ken	Mechanic Shop	12
2/17/2020	Vlies, Kevin	State Guardrail Repair; Plowing / Salting	12
2/17/2020	Wendricks, Brandon	Make Sand Bags; Plowing / Salting / Drifting	12
2/17/2020	Wessley, Brad	Plowing / Salting / Drifting	12
2/17/2020	Williams, Tim	Make Sand Bags; Plowing / Salting	12
2/17/2020	Woelfel, Jon	State Night Roamer; Plowing / Salting	12
2/17/2020	Zalewski, Jared	County Signing; Plowing / Salting	12
2/17/2020	Zelten, Brian	Plowing / Salting	12
2/18/2020	Allen, Chris	Plowing / Salting / Brining	14.25
2/18/2020	Bastian, Dan	Plowing / Salting	12
2/18/2020	Brittnacher, Mike	Plowing / Salting / Drifting	12
2/18/2020	Byrne, Nate	Plowing / Salting	12
2/18/2020	Charles, Brad	State Night Roamer; Plowing / Salting	12
2/18/2020	Collins, Robbie	Plowing / Salting	14
2/18/2020	Corrigan, Chad	Plowing / Salting	14
2/18/2020	Dallas, Chris	Plowing / Salting	12
2/18/2020	Doucha, Dean	Plowing / Salting	13.5
2/18/2020	Engelmann, Curt	Plowing / Salting	12
2/18/2020	Goral, Nick	Plowing / Salting	12.25
2/18/2020	Gussert, Tim	Plowing / Salting	13.5
2/18/2020	Healy, Aaron	Plowing / Salting	12.5
2/18/2020	Huguet, Bob	Mechanic Shop	12
2/18/2020	Ignatowski, Paul	Plowing / Salting	14.25

## 12-Hour Report

2/1 - 2/29/20

Page 6

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
2/18/2020	LeGrave, Steve	Plowing / Salting	13.25
2/18/2020	Little, Bob	Plowing / Salting	14
2/18/2020	Loritz, Nancy	Plowing / Salting	14
2/18/2020	Margitan, Jim	Plowing / Salting	12.25
2/18/2020	Mohr, Brian	Mechanic Shop	12
2/18/2020	Peot, Tracy	Plow / Clean Roundabouts / Shelving	12.5
2/18/2020	Reedy, Jason	Plowing / Salting / Drifting	12
2/18/2020	Sausen, Jim	Plowing / Salting	14.75
2/18/2020	Scray, Norb	Plowing / Salting	12.75
2/18/2020	Sequin, Scott	Plowing / Salting	14
2/18/2020	Shimanek, Steve	Plowing / Salting	12
2/18/2020	Skaletski, Todd	Plowing / Salting	12
2/18/2020	Stein, Kelly	Plowing / Salting	13
2/18/2020	Taicher, Kevin	Plowing / Salting	14
2/18/2020	Thompson, Bill	Plowing / Salting	12
2/18/2020	VanDeHei, Jamie	Plowing / Salting	12.75
2/18/2020	VandenElzen, Ken	Plowing / Salting	12
2/18/2020	Vieth, Ryan	Plowing / Salting	12.5
2/18/2020	Wessley, Brad	Plowing / Salting	14
2/18/2020	Williams, Tim	Plowing / Salting	12
2/18/2020	Woelfel, Jon	State Night Roamer; Plowing / Salting	12
2/18/2020	Zellner, Aaron	Plowing / Salting	12
2/18/2020	Zelten, Brian	Plowing / Salting	14.5
2/21/2020	Allen, Chris	State Roamer; Plowing / Salting / Drifting	12.25
2/21/2020	Bray, Scott	Mechanic Shop	12
2/21/2020	Charneski, Ben	Mechanic Shop	12
2/21/2020	Collins, Robbie	ZZ-18; Plowing / Salting / Drifting	14
2/21/2020	Gussert, Tim	Jail/ME; Plowing / Salting / Drifting	14.5
2/21/2020	Ignatowski, Paul	State Roamer; Plowing / Salting / Drifting	14
2/21/2020	Kapinos, Vinnie	State Trees; Plowing / Salting	12.75
2/21/2020	LeGrave, Steve	FRP-1; Plowing / Salting / Drifting	13.5
2/21/2020	Messerschmidt, Bill	Jail/ME; Plowing / Salting / Drifting	14
2/21/2020	Sequin, Scott	Patching; Plowing / Salting / Drifting	12
2/21/2020	Sperberg, Mark	Patching; Plowing / Salting / Drifting	13.75
2/21/2020	Stein, Kelly	State Fence; Plowing / Salting / Drifting	15.25
2/21/2020	VanDeHei, Jamie	State Fence; Plowing / Salting / Drifting	16
2/21/2020	VandenElzen, Ken	State Patching; Plowing / Salting / Drifting	14
2/21/2020	VerHaagh, Ken	Mechanic Shop	12
2/21/2020	Zellner, Aaron	Make Sand Bags; Plowing / Salting / Drifting	16.25
2/21/2020	Zelten, Brian	ZZ-18; Plowing / Salting / Drifting	14

8

**PUBLIC WORKS  
FACILITY MANAGEMENT DIVISION  
12-HOUR WORK DAYS  
2/1/20 thru 2/29/20**

DATE	EMPLOYEE	OPERATION PERFORMED	# HOURS WORKED
NONE			

**BROWN COUNTY PUBLIC WORKS**  
**STAFFING SUMMARY**  
 AS OF 2/29/2020

**HIGHWAY DIVISION:**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Accounting Technician	12/6/19	Retired	Fill	In Process	

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	10.75	9.75
Electrician	1.0	1.0
Engineering	7.0	7.0
Mechanics / Shop	12.0	12.0
Highway Crew	74.0	74.0
Bridge Tender	5	5
Summer	4.12	0
LTE	1.0	0
<b>TOTAL</b>	<b>114.87</b>	<b>108.75</b>

**FACILITY MANAGEMENT DIVISION:**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Facility Engineer	2/3/20	Retired	Fill	In Process	---

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	5.25	4.25
Facility Technicians	1.0	1.0
Facility Mechanics	8.0	8.0
Facility Workers	9.0	9.0
Housekeeping	20.0	20.0
Electrician	1.0	1.0
Summer Help	0.46	0
<b>TOTAL</b>	<b>44.71</b>	<b>43.25</b>

8



April 21, 2020

**ORDINANCE TO REPEAL AND REPLCE**  
**CHAPTER 32 OF THE BROWN COUNTY CODE OF ORDINANCES**  
**EQUAL OPPORTUNITIES IN HOUSING**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

**Section 1** - Chapter 32 of the Brown County Code of Ordinances, currently entitled "*Equal Opportunities in Housing*," is hereby repealed in its entirety, and replaced with the following:

**CHAPTER 32**  
(Revised 04-21-2020)  
**FAIR AND OPEN HOUSING**

**32.01 AUTHORITY.**

Pursuant to the authority granted under Sections 66.1011 and 106.50 of the Wisconsin Statutes, the Brown County Board of Supervisors hereby adopts Section 106.50 of the Wisconsin Statutes, as amended, and adopts all subsequent amendments thereto.

**32.02 PURPOSE.**

The officials and the employees of the County of Brown shall assist in the orderly prevention and removal of all discrimination in housing within Brown County by implementing the authority and enforcement procedures set forth in Section 106.50 of the Wisconsin Statutes, as amended.

**32.03 PROCEDURE.**

The Brown County Planning and Land Services Department shall maintain forms for complaints to be filed under Section 106.50 of the Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the County of Brown to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Section 106.50 of the Wisconsin Statutes, as amended.

**Section 2** - This ordinance shall become effective upon passage and publication.

Respectfully submitted,

PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE (Date)

COUNTY CLERK \_\_\_\_\_ (Date)

COUNTY BOARD CHAIR \_\_\_\_\_ (Date)

20-030

Authored by: Planning and Land Services Department

Approved by: Corporation Counsel

*Fiscal Note: This amendment does not require an appropriation from the General Fund.*

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-6480 FAX (920) 448-4487  
WEB SITE [www.browncountywi.gov/planning](http://www.browncountywi.gov/planning)

**COLE RUNGE**  
INTERIM PLANNING DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** March 9, 2020  
**REQUEST TO:** Planning, Development, and Transportation, County Board of Supervisors  
**MEETING DATE:** 3/23/20 & 4/21/20, respectively  
**REQUEST FROM:** Cole Runge  
Planning and Land Services Department  
**REQUEST TYPE:** ☐ New resolution ☐ Revision to resolution  
☐ New ordinance ☒ Revision to ordinance

**TITLE:** **ORDINANCE TO REPEAL AND REPLCE CHAPTER 32 OF THE BROWN COUNTY CODE OF ORDINANCES EQUAL OPPORTUNITIES IN HOUSING**

**ISSUE/BACKGROUND INFORMATION:**

For compliance with CDBG programs administered by Wisconsin Department of Administration, Division of Energy, Housing, and Community Resources (WDOA-DEHCR), Brown County must adopt an ordinance to repeal Brown County Code of Ordinances Chapter 32, and to replace it by adopting Wisconsin Statutes, Section 106.50, as amended, related to the equal rights of all persons to fair and open housing, and providing means for the implementation and enforcement thereof. The existing Chapter 32 language created the Brown County Commission on Equal Opportunities in Housing to investigate all complaints alleging any discriminatory practice prohibited by the chapter. This Commission has not been active for years and presently does not have any members appointed. The proposed new Chapter 32 language will follow Section 106.50 of Wisconsin Statutes, and the Brown County Planning and Land Services Department will now assist any person alleging a violation to file a complaint with the Wisconsin Department of Work Force Development, Equal Rights Division.

**ACTION REQUESTED:**

Consideration and approval.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
  - a. If yes, what is the amount of the impact? \$ \_\_\_\_\_
  - b. If part of a bigger project, what is the total amount of the project?
  - c. Is it currently budgeted? ☒ Yes ☐ No
    1. If yes, in which account? 255.066.300 Community Development Block Grant - Housing Grants
    2. If no, how will the impact be funded? If awarded, grant covers all project and administrative expenses.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

April 21, 2020

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION ADOPTING POLICY TO PROHIBIT THE USE OF  
EXCESSIVE FORCE AND THE BARRING OF ENTRANCES/EXITS  
REGARDING NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS**

**WHEREAS**, federal monies are available under the Wisconsin Community Development Block Grant (CDBG) program, administered by the State of Wisconsin, Department of Administration, Division of Energy, Housing and Community Resources (WDOA-DEHCR); and

**WHEREAS**, the Housing and Community Development Act of 1974 (42 USC 69 §5304), as amended, prohibits the state from expending or obligating CDBG funds (the "Funds") to any unit of general local government that does not have or adopt: 1) a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; 2) a policy of enforcing state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction; and 3) a policy to assist in the orderly prevention of all excessive force within Brown County by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974 (collectively, the "Policies"); and

**WHEREAS**, in order to receive the Funds, it is desirable for the County of Brown to adopt the Policies.

**NOW THEREFORE, BE IT RESOLVED THAT:** The Brown County Board of Supervisors hereby adopts the following Policies: 1) a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; 2) a policy of enforcing state and local laws against physically

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barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction; and 3) a policy to assist in the orderly prevention of all excessive force within Brown County by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974; and the County of Brown hereby implements the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.

*Fiscal Note: This resolution does not require an appropriation from the General Fund.*

Respectfully submitted,

PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE

PUBLIC SAFETY COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

20-032R

Authored by: Brown County Planning Commission  
Approved as to form by Corporation Counsel

**BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_**

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320  
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COLE RUNGE

INTERIM PLANNING DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** March 9, 2020

**REQUEST TO:** PD&T, Public Safety, and County Board of Supervisors meetings

**MEETING DATE:** 3/23/20, 04-01-2020 & 4/21/20, respectively

**REQUEST FROM:** Cole Runge  
Planning and Land Services Department

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** **RESOLUTION ADOPTING POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE AND THE BARRING OF ENTRANCES/EXITS REGARDING NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS**

**ISSUE/BACKGROUND INFORMATION:**

It is in the interest of Brown County to pursue Community Development Block Grant (CDBG) Funds, administered by Wisconsin Department of Administration, Division of Energy, Housing and Community Resources (WDOA-DEHCR). CDBG program participation requires the adoption of a policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 (42 USC 69 §5304), as amended, which prohibits the state from expending or obligating any CDBG funds to any unit of general local government that does not have or adopt: 1) a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; 2) a policy of enforcing state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction; and 3) a policy to assist in the orderly prevention of all excessive force within Brown County by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974. NOTE: Brown County Sheriff Todd Delain approves of taking this action to obtain these funds.

**ACTION REQUESTED:**

Consideration and approval.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
  - a. If yes, what is the amount of the impact? \$ \_\_\_\_\_
  - b. If part of a bigger project, what is the total amount of the project?
  - c. Is it currently budgeted? ☒ Yes ☐ No
    1. If yes, in which account? 255.066.300 Community development Block Grant – Housing Grants
    2. If no, how will the impact be funded?

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

10

April 21, 2020

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT  
AND RELOCATION ASSISTANCE PLAN FOR COMMUNITY  
DEVELOPMENT BLOCK GRANT PROGRAMS**

**WHEREAS**, federal monies are available under the Wisconsin Community Development Block Grant (CDBG) program, administered by the State of Wisconsin, Department of Administration, Division of Energy, Housing and Community Resources (WDOA-DEHCR); and

**WHEREAS**, after public meeting and due consideration, the Brown County Planning, Development and Transportation Committee has recommended the need to approve a Residential Anti-Displacement and Relocation Assistance Plan (RARAP) for CDBG program grants; and

**WHEREAS**, this RARAP is prepared by Brown County in accordance with the Housing and Community Development Act of 1974, as amended ("the Act"); and HUD regulations in 24 CFR § 42.325 and is applicable to our CDBG projects.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that, to minimize displacement consistent with the goals and objectives of activities assisted under the Act, Brown County will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs;
- When possible, stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation by working with empty units first;
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods;
- Adopt policies that provide reasonable protections for tenants faced with conversion to a condominium or cooperative;



- Coordinate with established counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures;
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement;
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units that are “lower-income dwelling units” as defined in 24 CFR § 42.305); and

**BE IT FURTHER RESOLVED** that Brown County will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR § 42.350. A displaced person who is not a lower-income tenant will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations in 49 CFR Part 24; and

**BE IT FURTHER RESOLVED** that Brown County will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR § 42.375. Before entering into a contract committing Brown County to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, Brown County will make public by public notice in the official newspaper of Brown County and submit to HUD or the WDOA-DEHCR the following information in writing:

1. A description of the proposed assisted project;

2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. *NOTE: See also 24 CFR § 42.375(d).*
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR § 42.375(b); and

**BE IT FURTHER RESOLVED** that, to the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, Brown County will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available; and

**BE IT FURTHER RESOLVED** that under 24 CFR § 42.375(d), Brown County may submit a request to HUD or the WDOA-DEHCR for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory

basis within the area; and

**BE IT FURTHER RESOLVED** that the Brown County Planning and Land Services Department (Office Phone# 920-448-6480) is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period, and is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use; and

**BE IT FURTHER RESOLVED** that the Brown County Executive, as well as other Brown County Officials and agents, are hereby authorized to sign all documents necessary to carry out this resolution on behalf of Brown County; and

**BE IT FURTHER RESOLVED** that authority is hereby granted to the Brown County Planning and Land Services Department to take the necessary steps to follow the RARAP in accordance with this resolution.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. Any additional costs resulting from this resolution will be paid by Community Development Block Grant funds.*

Respectfully submitted,

PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE

Approved By:

---

TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

20-031R

Authored by: Brown County Planning Commission

Approved by: Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-6480 FAX (920) 448-4487  
WEBSITE: [www.browncountywi.gov/planning](http://www.browncountywi.gov/planning)

COLE RUNGE  
INTERIM PLANNING DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** March 9, 2020  
**REQUEST TO:** PD&T, County Board of Supervisors meetings  
**MEETING DATE:** 3/23/20 & 4/21/20, respectively  
**REQUEST FROM:** Cole Runge  
Planning and Land Services Department  
**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** **RESOLUTION APPROVING WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS**

**ISSUE/BACKGROUND INFORMATION:**

The Brown County Planning and Land Services Department has administered CDBG programs administered by the Wisconsin Department of Administration, Division of Energy, Housing and Community Resources (WDOA-DEHCR) and has followed procedure to provide relocation assistance, as a direct result of activities assisted with funds provided. With new grant allocations WDOA-DEHCR has asked that resolutions be adopted approving a Wisconsin Residential Anti-Displacement and Relocation Assistance Plan for CDBG Programs that includes specific language regarding HUD regulations.

Under this plan it states that Brown County will follow regulations in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR § 42.325 and is applicable to our CDBG projects. Brown County will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR § 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24. Brown County will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR § 42.375.

**ACTION REQUESTED:**

Approval of resolution approving Wisconsin Residential Anti-Displacement and Relocation Assistance Plan for CDBG Programs

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
  - a. If yes, what is the amount of the impact? \$ \_\_\_\_\_

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b. If part of a bigger project, what is the total amount of the project?

c. Is it currently budgeted? ☒ Yes ☐ No

1. If yes, in which account? 255.066.300 Community Development Block Grant - Housing Grants

2. If no, how will the impact be funded? If awarded, grant covers all project and administrative expenses.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED